



## Job Description

### **Gang/Crime Diversion Task Force Program Director**

**Job Title:** Program Director  
**Reports:** Executive Director  
**Those Reporting To:** Topic Facilitators, Attendance Specialist

#### **Summary**

The Gang/Crime Diversion Task Force Program Director is the manager for gang crime diversion services at SAFE Haven of Racine, Inc., and as such, oversees all Gang/Crime Diversion Task Force program policies and procedures. This position is responsible for community liaison, public relations and marketing for the Gang/Crime Diversion Task Force by performing the following duties.

#### **Essential Duties and Responsibilities**

Essential duties and responsibilities include the following. Other duties may be assigned.

##### Program Coordination

Plan, development, implementation and evaluate gang/crime diversion services for youth in compliance with federal, state and local regulations and funding source requirements.

Assure adequate staffing for all services.

Create and maintain a healthful atmosphere within the program conducive to service provision.

Monitor the use of facilities, assuring proper security, use of property by appropriate persons, and general property control.

Assure inventory and purchase of all supplies relevant to program operation.

Provide supervision and continued training of volunteers and staff as directed.

Assist the Executive Director in researching and writing grants for the program.

##### Service Delivery

Complete intake process with youth and care givers according to established policy, and make appropriate contact with and/or referrals to other agencies.

Provide supervision of clients and coordination of their activities.

Enforce program rules, consequences and privileges.

Conduct individual and group program services.

Assure liaison with each youth's school, care givers, social workers and other service providers concerning absences, problems, and discharge.

Be available as a source of support for program personnel and clients.

##### Data Collection and Reporting

Collect all required data for and submit all required reports.

Attend monthly management meetings, submitting written report including updates on personnel, outreach activities and service delivery, including all required outcome data.

## Marketing and Community Relations

Responsible for community liaison, program public relations and marketing. Represents the program to the community, and specifically serves to provide liaison services to law enforcement, social service and government agencies.

## Other Duties

Conducts monthly G/CDTF staff meetings and presents reports on liaison activities in the community.

Serves as Topic Facilitator (see job description).

Continue professional growth through independent study and attendance at training sessions and workshops.

Other duties, as time permits, at the discretion of the Executive Director.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience

A degree in human services or comparable experience.

Experience in youth or family work strongly preferred.

Supervisory experience preferred.

### Language Skills

Very good written and oral communication skills.

Must be able to read, write and speak English fluently.

Bilingual Spanish language abilities preferred.

### Computer Skills

Must possess basic computer skills, including word processing (Microsoft Word), databases (Microsoft Access) and Internet communications. Must be able to enter data, generate reports, perform word processing tasks.

### Other

Must be at least 18 years of age.

Empathy for people who are often in difficult circumstances.

Excellent problem solving skills and mature judgment.

Highly organized and capable of managing several tasks at one time.

An understanding of the significance of confidentiality and agreement to maintain this policy in all areas of agency work.

Have a valid driver's license.

Successfully complete a Wisconsin Department of Transportation Vehicle/Driver Record Information Request MV2896.

Maintain a minimum of \$100,000 automotive liability insurance, and submit documentation of same.

Successful completion of a State of Wisconsin HFS 64 background information disclosure form and Department of Justice caregiver background check conducted under s. HFS 57.15 (2) (a) and (3), and any subsequent investigation related to information obtained from the background check.

Must successfully complete the SAFE Haven basic training program within 30 days of hire.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office duties. Must be able to climb three stories in 90 seconds. Must be able to handle stress and work well under pressure. Must be able to keep an emotional distance from the clients. Must be able to handle crises.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. The programming is most often delivered in community oriented policing houses in an urban inner city environment. Administrative offices are in an urban inner city environment. Clients present with many issues including, but not limited to, physical, sexual, and/or emotional abuse, alcohol and other drug use, mental health issues, physical health problems, and problems with family dynamics.

**Status**

This position is an exempt full time professional position not eligible for other employment with SAFE Haven of Racine, Inc.

SAFE Haven of Racine Inc. is an Equal Employment Opportunity/Affirmative Action Employer which affords employment opportunity to all applicants without regard to race, sex, sexual orientation, age, marital status, color, religion, national origin, handicap, disability or status as Vietnam-era or special disabled veterans; and is in accordance with applicable Federal laws and in compliance with the Americans with Disabilities Act.

This job description is subject to addition, amendment, change or revocation at any time without prior notice. The revised information may supersede, modify, or eliminate the existing job description.

A current copy of this job description must be signed, dated, provided to the employee, and maintained in the personnel file.

Revised: 1/9/2006

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Signed, Employee

Date