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Job Description  
**SAFE Streets Program Assistant**

**Job Title:** SAFE Streets Program Assistant  
**Reports To:** SAFE Streets Program Coordinator  
**Those Reporting To:** None

**Summary**

The SAFE Streets Program Assistant is the assistant for street outreach services at SAFE Haven of Racine, Inc., and as such, assists the program coordinator with all SAFE Streets program policies and procedures. This position is responsible for community liaison, direct services, public relations and marketing for the SAFE Streets program by performing the following duties.

**Essential Duties and Responsibilities**

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

Street Outreach Duties as outlined in the RHYP federal SOP and United Way of Racine County grants.

Survival aid: distribute goods, services and referrals to at least 50 youth annually.

Assist with individual assessments: Gather and enter mandated RHYP SOP data.

Case management: Refer at least 10 youth annually to shelter, at least 25 youth will receive street based counseling annually, manage SOP cases as needed.

Prevention/Education: Provide STD, AODA and other relevant prevention/education information to at least 50 youth annually.

Information and Referral: At least 500 street youth will receive printed information and referral cards.

Crisis Intervention: Crisis intervention services will be provided to at least 15 youth annually.

Follow-up Support: Incremental street based follow-up will document at least 15 youth.

**Statistical Reporting**

Collect, on a regular basis, statistical data for SOP.

Prepare monthly, semi-annual and annual statistical summaries for the program.

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**

At least a high school graduate, an undergraduate degree in human services strongly preferred.

Experience in the human services field, in areas such as crisis intervention, youth and family counseling, adolescent group work, and group home care strongly preferred.

Prior employment with the agency preferred.

**Language Skills**

Very good oral and written communication skills, including skill in communications with street youth.  
Must be able to read, write and speak English fluently.  
Bilingual Spanish language abilities preferred.

**Computer Skills**

Experience working with Microsoft Office programs.

**Other**

Shall be in good physical and mental health and not pose a threat to the health of children or to the quality and manner of their care.

Must be at least 18 years of age.

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

Successful completion of a State of Wisconsin Department of Justice Criminal Background Check.

Excellent problem solving skills and mature judgment.

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

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.

Street outreach duties. Extensive walking and driving required. Must be able to climb three flights of stairs 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.

In part, a general office environment, but much of the time on the job is spent on the streets of the City of Racine in economically disadvantaged areas, and in the schools.

**Status**

This position is a part time position and is eligible for other employment in other positions with SAFE Haven of Racine, Inc.

**Required Hours**

Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Under no circumstances is any nonexempt employee to work more than forty (40) hours within a week without prior written supervisory approval.

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.

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Signed, Employee

Date