



JOB DESCRIPTION

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship that exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

JOB TITLE:	Director of Community Violence Intervention Programs
REPORTS TO:	Deputy Director of Wellness Empowerment Resiliency Campuses
EMPLOYMENT STATUS:	Exempt
TIME COMMITMENT:	Full-time
BARGAINING UNIT:	N/A
STARTING SALARY:	\$95,000

ORGANIZATION

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Street work Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

POSITION DESCRIPTION

Director of Community Violence Intervention Programs oversees a team that conducts street outreach, mediations, safety assessments, and responds to shooting notifications to prevent violence. The *Director of Community Violence Intervention Programs* is also responsible for coordinating service delivery of sub-grantees and providing administrative support to ensure the program runs smoothly. This includes performing various administrative, billing, reporting, and clerical duties, entering information into a computer database, and maintaining a tracking system. The *Director of Community Violence Intervention Programs* serves as a liaison between the organization and collaborative grantees under the DVP contract as well as Oakland Department of Violence Prevention Program Officers. The *Director of Community Violence Intervention Programs* will also work collaboratively with other Directors, Managers and staff at the Wellness, Empowerment & Resiliency Campuses in the development and implementation of prevention programming for youth and young adults. The *Director of Community Violence Intervention Programs* is also expected to actively participate in social justice activities, events and actions on behalf of the BOSS organization. This position is fully or partially funded by DVP.

Essential Functions (Duties and Responsibilities):

- Oversees coordination with grantees, ensuring that programmatic and fiscal workflows are maintained.
- Maintains the office calendar to coordinate workflow and meetings.
- Interacts with clients, vendors, and visitors while maintaining confidentiality in all aspects of client, staff, and agency information.
- Prepares responses to correspondence containing routine inquiries.
- Performs general clerical duties including bookkeeping, billing, reporting, copying, faxing, mailing, and filing.
- Files and retrieves organizational documents, records, and reports on a daily/weekly basis.
- Completes the Quarterly Report.
- Point of contact for Oakland Department of Violence Prevention Program Officers
- Acts as the liaison between the Department of Violence Prevention and sub-grantees, coordinating administrative, programmatic, and fiscal workflows on behalf of the lead agency. This includes engaging in community building with neighborhood providers in the DVP network.
- Directly supervises and supports the Violence Interruption positions.
- As the Director of Community Violence Intervention this person has the responsibility to work, coordinate and collaborate with sub-grantees from all DVP contracts and act as the liaison between the Department of Violence Prevention and the lead agency to coordinate administrative, programmatic, and fiscal work flows. Engage in community building with neighborhood providers in the DVP network in partnership with the National Institute of Criminal Justice Reform.
- Is available to respond on a 24-hour basis, as needed, on Mondays, Tuesdays, and Thursdays.
- Responds to Emergency Notification alerts to understand how to support the Violence Interruption team.
- Attends all required training conducted by DVP staff and all meetings per contract deliverables and compliance.
- Actively engage with the policy and evaluation teams Urban Institute with the Community Based Violence Intervention and Prevention Initiative Research and Evaluation Technical Assistance Center (CVIPI RE-TAC) and Urban Strategies Council evaluating all BSCC ARG & CalVIP programs, along with CalVCB, and Oakland DVP programs.
- Performs any other duties assigned by the Deputy Director of Wellness Empowerment Resiliency Campus and BOSS Management.

EDUCATION, EXPERIENCE AND SKILLS

Bachelor's Degree, (Masters Preferred) with experience in social services in a community setting providing services for persons with histories of incarceration.

1. At least three (5) years' experience in general office responsibilities and procedures.
2. Must be computer literate.
3. Knowledge of principles and practices of basic office management and organization.
4. Knowledge of the basic principles and practices of bookkeeping.
5. Ability to work well either alone or as part of a team.

Preferred Skills and Abilities:

- Ability to work in a collaborative partnership environment
- A clear understanding of, and the ability to demonstrate, professional ethics, boundaries, and judgment
- Professionalism, punctuality, flexibility and reliability are imperative
- Excellent verbal, written, and interpersonal skills
- Action oriented

- Strong problem-solving skills
- Excellent organization skills and ability to multitask and juggle multiple priorities
- Outstanding ability to follow-through with tasks
- Strong initiative and enthusiasm and willingness to pitch in whenever needed
- Able to communicate well at all levels of the organization including working with organization leadership and high-level representatives of partner organizations
- Able to work within a frequently changing project scope while maintaining overall direction and structured priorities

Other expectations:

- Access to a reliable vehicle, insurance, current CA driver's license & good driving record.
- Certification in CPR/First Aid (Optional).

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other mental health related documents. Ability to write clear, concise and accurate correspondence. Effective oral and written communication skills.

MATHEMATICAL SKILLS:

College level mathematical skills required.

REASONING ABILITY:

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem solving techniques.

PHYSICAL DEMANDS:

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

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

MENTAL DEMANDS:

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

CONCLUSION:

I invite you to be part of a vibrant and talented team that is committed to promoting health and self-sufficiency, fighting for equity, and celebrating diversity and inclusion!

BOSS is committed to the principle of equal opportunity in education and employment. BOSS does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Black, Indigenous, People of Color, and individuals with lived experience are highly encouraged to apply!

Send resume and cover letter to:

hrjobs@self-sufficiency.org