



JOB ANNOUNCEMENT

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: Violence Intervention Specialist

REPORTS TO: Manager of Community Violence Intervention

EMPLOYMENT STATUS: Non-Exempt

TIME COMMITMENT: Full-time

BARGAINING UNIT: Local Union #1991, IUPAT, AFL-CIO.

STARTING SALARY: \$80,000.00

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 Streetwork 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

Under the supervision of the Manager of Community Violence Intervention, the *Violence Intervention Specialist* is responsible for providing support services to trauma participants impacted by violence in our community through our Center of Excellence for Trauma Informed and Violence Prevention. The *Violence Intervention Specialist* assists clinical case managers and direct service staff in connecting participants and families with services and resources. The *Violence Intervention Specialist* communicates/coordinates with community agencies to provide safety planning and wrap-around services. This is a full-time position that will require flexibility based on needs of the program including some evening and weekend hours. This role works onsite, as part of BOSS Centers of Excellence: Trauma-Informed Violence Intervention and Prevention Initiative.

Essential Functions (Key Duties and Responsibilities):

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

- Performs crisis intervention/stabilization works with clients and families using a strengths, competency-based framework.
 - Facilitates support groups with clients focused on support, resource linkages, and conflict resolution.
 - Conducts community-based home visits, school visits, and collateral visits to meet and conduct case management and crisis stabilization sessions.
 - Documents case notes, contact sheets, monthly reports, etc. with a high level of accuracy and proficiency.
 - Enters case management data into Apricot database.
 - Connects participants and families to community resources for ongoing support such as mental health, health, counseling, substance abuse prevention, etc.
 - Partners with other community Engagement Specialists/Violence intervention specialists.
 - Identifies issues affecting patient care and as members of the team, actively participates in programming to address needs.
 - Participates in educational and training activities in the community.
 - Actively participates in the development, coordination and integration of agency and community services on behalf of clients and families.
 - Knows fire, disaster and safety procedures and regulations as pertains to work area.
 - Provides violence intervention specialist coverage in the evenings, weekends and holidays as assigned.
 - Adheres to the requirements of the HIPAA Privacy Policies and Procedures.
 - Maintains confidentiality of clients, families and staff.
 - Assumes other duties and responsibilities that are related and appropriate to the position and area.
- The above responsibilities are a general description of the level and nature of the work assigned to this classification and are not to be considered as all-inclusive.

Team Participation

- Participates in staff meetings and other group activities essential for operations
- Leads team discussions on participant progress and lack of progress, and helps to develop possible solutions to ensure best support for the participant's success.
- Promotes good community relations and utilizes community services and resources.
- Attends scheduled training programs for professional development that includes, at a minimum, training required by BOSS and by regulatory and accrediting bodies.
- Assumes on-call responsibility, as assigned.
- Performs other duties as assigned.

ABILITY TO:

Develop and maintain collaborative working relationships with participants, staff and industry partners; interpret policies, procedures, techniques, and rules governing employment and job placement; demonstrate sensitivity to, and respect for, a diverse population; represent BOSS by giving presentations and participating in meetings with individuals and groups; communicate effectively in English, both verbally and in writing; work independently with minimum supervision; monitor, track and compile statistical information; give and follow written and oral instructions.

KNOWLEDGE OF:

- Professional knowledge of the principles and practices of a violence intervention specialist.
- Knowledge and understanding of the practice skills required to service the population in the assigned area.
- Ability to engage and build relationships with clients, community partners and staff.

- Skill in crisis intervention and interviewing, de-escalation, negotiation and mediating tense situations; selective use of questioning and explanation and guidance in working with patients and families to help them explore/resolve problems.
- Competence in both oral and written English.
- Ability to recognize the need for and facilitate immediate resolution of problems and a high level of diagnostic skills to facilitate the identification of problems.
- Ability to establish and maintain effective and harmonious work relationships with staff, community partners, and the general public.

QUALIFICATIONS:

- Minimum High School Diploma with 3 or more years working in Social and Human Services or Violence Intervention. Associates Degree preferred.
- Ability to maintain confidentiality and work discreetly with sensitive information.
- Exceptional interpersonal communications and organizational skills.
- Strong verbal and written communications skills.
- Ability to prioritize tasks and follow policies and procedures.
- Proficient computer skills.
- Valid Driver's License and Registered and Insured Personal Vehicle Required.
- Must work well with persons of varied sexual preference, racial, ethnic, cultural, socioeconomic backgrounds, and with individuals who are differently-abled.

EXPERIENCE:

Experience with homeless, vulnerable and/or diverse population and the knowledge surrounding poverty and social factors involved;

Ability to understand the needs of formerly homeless people with disabilities and to develop collaborative goals towards greater self-sufficiency and independence in the greater community.

Other expectations:

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

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