

## Job Description Outreach Supervisor

The Cure the Streets Outreach Supervisor will not be recruited in an open competitive process. The Outreach Supervisor will be selected by the Program Manager from among the four Outreach Workers. The Outreach Worker who is selected to be Supervisor will have demonstrated: 1) reliability; 2) a strong grasp of the Cure Violence program model; 3) an ability to engage with and build relationships with persons in the program target area; 4) excellent judgement and a capacity for strategic thinking; and 5) strong leadership abilities; 6) strong helping and service motivation.

The Outreach Supervisor should be a leader with integrity who has at least one year of experience supervising staff in a project operational setting. The supervisor will demonstrate a professional manner and attitude and a commitment to community service. To be successful in all aspects of this position, candidates must be patient, detail oriented and inclined to help others. The position involves leading and overseeing the day-to-day operations of a team of six to eight individuals in the implementation of the Cure Violence program model, including close supervision and support of Outreach Workers whose jobs entail counseling and case management of caseloads of up to 12 individuals who are at high risk for involvement in violence.

### **Responsibilities**

As leader of the program outreach team, the Outreach Supervisor will:

- Complete all Cure Violence training
- Engage in ongoing learning about the program model and community violence
- Conduct morning briefings with Program Manager and program outreach team (Outreach Workers and Violence interrupters) to review conflict and violence issues in the target neighborhood and set each day's goals and activities.
- Model professional demeanor and attitude for program staff
- Provide weekly supervision sessions with Outreach Workers and Violence Interrupters
- In consultation with the Program Manager, set and lead staff in pursuit of daily, weekly and monthly goals
- Provide staff with ongoing coaching, in the Cure Violence program model
- Provide staff with feedback, acknowledgement, correction, encouragement and support
- Ensure faithful implementation of all components of the Cure Violence program model
- Ensure that all program activities and violent incidents are documented in the Cure Violence database
- Review staff daily logs and program inputs at least once each week
- Convene and lead weekly *team case review meetings* with Outreach Workers to assess and advance participant progress and accomplishment.
- Assist with planning, organizing and conduct of CTS community activities and events, including community shooting response events and assign and supervise Outreach Workers' and Violence Interrupters' activities at events
- Ensure that *program participants* are effectively served by conducting weekly case review sessions with Outreach Workers
- Carry out program plans as directed by the Program Manager
- Attend all meetings with OAG Violence Reduction oversight team

### **Qualifications**

Cure The Streets Program Managers must be organized and experienced professionals who:

- Reside in or recently resided in the District of Columbia and have organic familiarity with residents of the District's historically troubled neighborhoods
- Reside in or have recently resided in the assigned program target neighborhood
- Have extensive personal contacts in the program's assigned target neighborhood
- Possess high school diploma or equivalency certificate (some college is a plus)
- Possess basic computer user skills, including facility with Microsoft Office Suite
- Have at least one full year of experience in a supervisory, management or professional leadership role
- Possess a demonstrated ability to effectively supervise and develop a staff of up to 10 individuals, many of whom may have little or no experience in the legitimate world of work
- Possess a demonstrated ability to lead and develop a project team in mastering new skills and applying them to prescribed programmatic activities
- Have training and/or experience with counseling or case management of persons attempting personal behavior and lifestyle change
- Possess ability to think and plan strategically
- Possess a demonstrated ability to meet program milestones and strategic goals
- Demonstrate effective oral and written communication skills
- Have facility with database input and report generating
- Experience in community-based human service programming
- Working understanding of conflict and violence
- Knowledge of conflict mediation and nonviolent conflict resolution
- Knowledge of accepted basic counseling and case management practices

The Office of the Attorney General for the District of Columbia is an equal opportunity employer  
Women, gender nonconforming and persons of color are encouraged to apply

Job offers will be conditional, contingent on background checks and drug screenings.