PHILADELPHIA ANTI-DRUG/ANTI-VIOLENCE NETWORK (PAAN)

POSITION: DIRECTOR OF ANTI-VIOLENCE PROGRAMS

JOB DESCRIPTION

POSITION SUMMARY:

The Anti-Violence programs at PAAN represent a continuum of care that includes mentoring, advocacy, mediation, job readiness programming, job training, employment assistance, parenting and facilitating enrolment in treatment. We currently operate three primary programs:

Youth Violence Reduction Partnership (YVRP) is designed to provide intensive monitoring and support for youth on probation in designated police districts. We mentor and advocate for these young people who are at-risk of being victims or perpetrators of violence. They are typically 14 to 24 years old, male, drug involved, have been incarcerated for a drug offense or gun charge and are likely to have siblings in the juvenile or criminal justice system.

Community Crisis Intervention Program (CCIP) emphasizes intervening on behalf of the community and has no age parameters. This concept is based on the work of PAAN's predecessor, the Philadelphia’s Crisis Intervention Network. This nationally-recognized agency, founded in the mid-1970s by James Mills and Bennie Swans, effectively addressed gang violence, drug abuse and drug trafficking and was credited with dramatically decreasing gang-related deaths in Philadelphia for over a decade. CCIP aims to replicate Crisis Intervention Network's approach to combat today's community violence. CCIP combats violence by intervening where the violence is most prevalent. We use credible messengers who are products of Philadelphia's most violent neighborhoods as outreach workers to foster meaningful relationships with would be perpetrators as well as law abiding residents. CCIP works to provide those involved in criminal activities with positive alternatives.

The Director of Anti-Violence Programs will serve as PAAN’s primary liaison to the Office of Violence Prevention (OVP), Philadelphia Police Department, Adult and Juvenile probation, and other partners. The Director of AV is ultimately responsible for ensuring that YVRP and CCIP programs are operating up to the standards and expectations of the OVP and PAAN.

DIRECT REPORT:
The Director of Anti-Violence Programs (DAV) will report to PAAN’s Executive Director (ED).

PRIMARY RESPONSIBILITIES:

- Works collaboratively with the Office of Violence Prevention and partners (criminal justice system stakeholders) to coordinate the development of a strategic work plan, policies and procedures that are updated periodically, consistent with PAAN’s mission and goals.
• Develops program collaboration, performance measures, and evaluation standards for Anti-Violence programs at PAAN.
• Ensures compliance with city contracts as they relate to anti-violence programming
• Establishes and executes a strategic plan to promote program(s) growth and respond to contractual/environmental changes
• Develops and supervises a management team capable of critical thinking, strong employee relations, and effective teamwork.
• Leads and participates in performance improvement initiatives as they relate to anti-violence programming.
• Maintains a highly interactive relationship with the organization’s internal services as well as external stakeholders, and carries out related assignments as needed by the executive director.
• Participates in internal administrative meetings, and other organizational work groups and anti-violence task forces.
• Oversees the development and execution of annual programmatic goals
• Implements new programs and services growing out of the strategic planning process
• Sets clear performance expectations and goals for all staff members
• Facilitates Teamwork and Collaboration
• Develop and submit to the ED monthly “Program Status and Progress Reports”
• Identify and coordinate the scheduling of staff development activities that will improve their performance
• Directly oversees and provides leadership to a team of managers for the anti-violence unit
• Perform other related duties as assigned by the Executive Director.

**SKILLS REQUIRED:**

• Ability to supervise and provide leadership to over 40 staff members
• Ability to obtain and analyze data and information
• Good public speaking skills
• Ability to work, motivate, and foster a team environment
• Sufficient skills to establish program goals and objectives that support a strategic plan
• Sufficient skills to direct the development and evaluation of program policies and procedures
• Sufficient skills to interpret and apply rules, regulations, policies and procedures
• Strong understanding of the Philadelphia communities, high-risk populations, and restorative justice

**EDUCATION AND QUALIFICATIONS:**
• Master’s Degree in Criminal Justice Administration, Human Service Administration, and/or extensive leadership experience is required.
• Minimum of 5 years’ progressive experience in overseeing the maintenance of Management Implementation Systems and/or documentation and project management;
• Must have demonstrated leadership, management and administrative skills;
• Strong interpersonal, problem solving, and decision making skills;
• Excellent verbal and written communication skills;
• Must obtain a Criminal Background, Childline, and FBI Clearances;
• Must be proficient in Microsoft Office products (Excel, Word, etc.) and database experience.

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