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

POSITION: YVRP COORDINATOR

JOB DESCRIPTION

POSITION SUMMARY:
The Youth Violence Reduction Partnership (YVRP) project is a unique collaboration between public and private leaders working to reducing homicides committed by and against children and young adults ages 14-25. The goal of YVRP is to protect and steer at-risk youth away from violence and toward productive and positive lives.

The YVRP Coordinator will serve as PAAN’s primary liaison to the program’s law enforcement partners (adult and juvenile probation). The coordinator is ultimately responsible for ensuring that the YVRP program’s teams of youth advocates are operating within the standards and expectations of the OVP and PAAN.

DIRECT REPORTS:
The YVRP Coordinator will report to PAAN’s Director of Anti-Violence.

PRIMARY RESPONSIBILITIES:
• Supervise and manage a team of 14-28 youth advocates who mentor 10-30 youth each.
• Monitor, guide and assess the effectiveness of the Youth Advocates’ assigned to youth and ensure that their engagement is meaningful and in compliance with the standards, expectations and protocols of the OVP;
• Develop, and manage a youth data base which includes list of active caseloads, which advocates are assigned to them, and their program status (risk level);
• Perform monthly Quality Assurance checks by speaking to youth and their families around the services provided by youth advocates, and maintain logs that accurately detail issues and/or corrective actions as a result of those meetings;
• Complete daily sector checks via phone, and monthly face-to-face, to ensure the integrity of the work performed by youth advocates.
• Conduct weekly face-to-face meetings with staff, and maintain supervision logs that accurately detail issues and/or corrective actions as a result of those meetings;
• Work as part of the Anti-Violence management team, sharing information and collaborating on initiatives and any other tasks as needed
• Perform other related duties as assigned by PAAN’s Director of Anti-Violence.

EDUCATION AND QUALIFICATIONS:
• A Bachelors degree is required. A Master’s degree in a related field is a plus;
• A minimum of 5 years’ experience working directly with at-risk youth;
• A minimum of 2 years’ experience in case management
• A minimum of 2 years’ experience in a supervisory/leadership role;
• Must obtain Criminal Background, Childline, and FBI Clearances;
• Must possess a valid driver’s license and have a good driving record;
• Must be familiar with the Philadelphia area, and have the ability/willingness to drive own vehicle or program vehicle upon request;
• Strong interpersonal, problem solving, and decision making skills;
• Good verbal and written communication skills;
• Must be proficient in Microsoft Office products (Excel, Word, etc.) and database experience.

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