

## **INSTITUTE FOR NONVIOLENCE CHICAGO**

**POSITION TITLE:** Outreach Supervisor

**REPORTS TO:** Manager of Outreach and Intervention

Exempt Status: Exempt

The Institute for Nonviolence Chicago's mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

### **POSITION SUMMARY:**

The Outreach Supervisor oversees the street outreach team, which is responsible for reaching out to the highest risk individuals in the community and working with them to prevent violence by mediating conflicts, modeling prosocial behaviors, and engaging them in positive activities. The Outreach Supervisor provides direct staff supervision to outreach workers, attends relevant meetings, oversees all outreach activities, and ensures timely, accurate data entry and reports by outreach staff. Reporting to the Manager of Outreach and Intervention, this position will also represent Nonviolence Chicago at gatherings with external community partners and government representatives as well as contribute to the organization's overall violence reduction strategy. The ideal candidate for this position is someone who has a deep personal commitment to the mission and long-term goals of the organization.

### **ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

1. Ability to communicate effectively, both orally and in writing.
2. Ability to work one-on-one and in groups with high-risk individuals to resolve conflicts and promote prosocial behaviors.
3. Experience with staff supervision or experience supervising a team.
4. Familiarity with computers such that employee can complete required research, data entry tasks, communicate via email, and complete basic word processing tasks as needed.
5. Experience with or training in crisis intervention, restorative justice practices, or trauma-informed practice.

6. Emotional maturity; good judgment; integrity; tolerance of differing points of view and beliefs; commitment to nonviolence.
7. Monitor outreach staff training needs, communicate training needs to Program Manager, assist in developing action plans to address training needs.
8. Attends partner meetings in the absence of Program Manager, including meetings with law enforcement and elected officials.
9. Meet weekly with Outreach Team to plan for outreach strategy.
10. Report all outreach activities in weekly Supervision sessions with Program Manager.
11. Attend community-wide meetings, as needed.
12. Coordinate all outreach activities (such as canvassing and Light in the Night events).
13. Supervise outreach team both inside and outside of the office, including unstructured situations.
14. Monitor crime reports for patterns / communicate with team.
15. Review database to ensure data entry for consistency, accuracy, and timeliness.
16. Confirm client information, monitor check caseload numbers, and confirm risk level for all outreach staff.
17. Support other internal departments, as needed.
18. Maintain a caseload of participants.
19. Assist Program Manager in completing reports.
20. Conduct tailored supervision sessions with each outreach worker as needed to improve documentation.
21. Other duties as assigned.

**REQUIREMENTS:**

1. High School Diploma/GED AND at least three years of experience working with high-risk, street-involved individuals required. Bachelor's degree preferred.
2. Firsthand knowledge of the community and knowledge of current street conflicts are required.



3. Willingness and ability to work nights and weekends.
4. Comfortability meeting with law enforcement and elected officials and representing the organization in professional manner.
5. Demonstrated commitment to professional development and to bettering yourself.
6. Ability to take initiative, work as a self-starter and lead by example.
7. Demonstrated experience serving as a problem-solver in a complex environment.
8. Excellent verbal communication skills and ability to communicate effectively in writing.
9. Experience or training in crisis intervention preferred.
10. Willingness to learn and commit to the principles of nonviolence, restorative justice, and trauma-informed practices.
11. No pending criminal cases or prior convictions for sexual assault, child abuse or domestic violence.
12. Valid Illinois driver's license, insurance, and good driving record.

#### **SALARY RANGE:**

Compensation is commensurate with years of related experience, position requirements, and candidate qualifications. **The average salary for the position is \$55,000.**

#### **BENEFITS:**

**The Institute puts our people first with a top-of-the-line benefits package.**

- Blue Cross Blue Shield (BCBS) of IL Medical Coverage options that support all levels of staff (including Part-Time): HMO, PPO, and HSA (PPO).
- ZERO: A free benefit for BCBS PPO members that helps find the least expensive option for medical
- MFS will contribute \$2,000 to individual and \$4,000 to family HSA Accounts through our HSA coverage, all front-loaded at the start of the year, or the start of your HSA enrollment.
- Teladoc services provided to all employees: A no-cost benefit providing general medicine and behavioral health services, no insurance
- Dental HMO and PPO options through Guardian

- VSP vision insurance with one of the largest networks in the Chicago-land
- Company-paid individual life insurance policy of \$100,000, with a wide range of additional, employee-cost
- Company-paid individual Short-Term Disability (STD) and Long-Term Disability (LTD)
- Five Flexible Spending Account (FSA) options ranging from Health to Contribute your pre-tax dollars where you need them the most.
- Ascensus 401K Plan with up to a 4% Match, vested at 100% on day one of
- 12 paid holidays
- Starting with 15 days of PTO, maxing at 30 days after 3 years of service.
- Training and Professional Development Plan
- Pet Insurance options for your furry (or non-furry) friends.
- Comprehensive Employee Assistance Program (EAP).
- Free Will preparation services.
- On-staff notary available to
- ALEX, AI-powered assistance that will make your benefit decisions

To apply, please send a cover letter along with your resume to [hire@nonviolencechicago.org](mailto:hire@nonviolencechicago.org).

**Institute for Nonviolence Chicago -- EEO Statement**

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location where the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.