

Institute for Nonviolence Chicago Job Description

Position: Family Engagement Specialist Reports to: Outreach Manager

Summary: Heartland Alliance coordinates READI (Rapid Employment and Development Initiative) Chicago, a network of community-based organizations on Chicago's South and West Sides that engages individuals at the highest risk of becoming victims or perpetrators of gun violence in an 12-month wage-subsidized transitional job (TJ) and cognitive behavioral intervention (CBT) program which includes case management, coaching support, and other wrap around services. The goals of READI Chicago are to: decrease shootings and homicides among those at highest risk of gun violence; create new opportunities for these same individuals to change their life trajectory and decrease their involvement with the criminal justice system; and help build an infrastructure at the community level to promote long-term safety and opportunity in Chicago's most impoverished communities.

Under the direction of Institute for Nonviolence Chicago, the Family Engagement Specialist (FES) uses a trauma-informed approach to engage READI Chicago participants' family and other individuals in the participants' support networks to improve their health and well-being, and to gain access to needed resources to improve their overall quality of life. Strategies include psycho-education and support to participants and their families on a range of topics in the form of workshops, group activities, case management and linkage and referrals. The position requires a firm knowledgebase of accessible, trauma informed, culturally relevant resources proven to support individuals experiencing complex trauma caused by prolonged exposure to poverty, crime, and victimization. This position will build and maintain strong relationships with identified partners, other service providers and READI Chicago community partners in order to direct participants and their families to needed services.

Individual accountabilities and work volume will be established through the development of annual Success Objectives, within the framework outlined below.

Essential Duties and Responsibilities:

- Engage participants, families and support networks to provide relevant and appropriate referrals.
- Collaborate with READI Chicago's Resource Coordinator and HA READI Chicago Family and Community Engagement Manager to establish and adhere to best practice standards for referring families to resources
- Maintain professional communication with all necessary family stakeholders (i.e., family members, referring agencies, Outreach Workers, etc.)
- Connect families in need to (in-person/virtual) family-centered learning activities that support well defined goals and outcomes
- Connect participant families to clinical bereavement support, peer support groups, and family services
- Track family engagement efforts by documenting service, including number and type of referrals and status of kept appointments
- Maintain protection of participant confidentiality and adhere to record keeping protocols
- React to change with positivity and flexibility

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- Actively participate in supervision meetings, team meetings, trainings, and other relevant internal and external activities
- Establish and maintain a professional relationship with participants and colleagues in accordance with professional standards, laws, and organizational policies
- Initiate requests for assistance from supervisor to address challenges and concerns as they emerge
- Complete and submit accurate reports and meet deadlines in a timely fashion
- Other duties may be assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals with criminal records and other lived experience are encouraged to apply.

- Commitment to the mission and values of READI Chicago, as demonstrated by a professional approach that is strength-based, trauma-informed, inclusive, and grounded in human rights
- Bachelor's degree in social work or related field required; two years of relevant experience in social work, youth development, criminal justice, or other related field required
- Positive disposition and authentic engagement with professional colleagues
- Self-directed, motivated; experience in a growing initiative, comfort in ambiguity and fast-paced environments
- Unwavering commitment to quality services and programs
- Excellent problem-solving skills
- Ability to work with high-risk populations with complex needs
- Ability to simultaneously manage multiple projects and activities
- Ability to work independently, initiate projects, and develop and implement social service and/or educational interventions
- Excellent writing and communications skills
- Computer literacy commensurate to complete job duties
- No current gang affiliations; no pending criminal cases
- **Other Skills and Qualifications:** A valid driver's license may be required.

To apply, please send a cover letter along with your resume to lisas@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, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which 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.

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