

ISLES JOB DESCRIPTION

Employee:
Date: 12/6/2022

Position: Safe Passage Outreach Worker
WC Code: 8868

Department: Violence Prevention
Reports To: Deputy Operations Manager
FLSA Status: ????
EEO Category: ????

Summary:

Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster more self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth, job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

General Summary:

Reporting to the Trenton Street Teams Deputy Operations Manager, the Safe Passage Outreach Worker is responsible for providing regular support of schools, students, and staff in ensuring safe arrival and dismissal at schools in Trenton. The overall goal of Safe Passage is to develop relationships with youth and parents, and intervene and mediate potential conflict. Safe Passage workers are one branch of the street-level connection between the support and services that TCST provides and community members. Safe Passage Outreach Workers create relationships of trust with students, teachers, and school staff, and connects students and families to services and resources in the community. They are responsible for maintaining good networking relationships with community members, and for representing TCST, Isles, and the City of Trenton in a respectful and professional manner.

Essential Functions:

Service Delivery

- Attend and satisfactorily complete all required training.
- Arrive in uniform at assigned location/school
- Communicate with the Supervisory staff upon arrival and departure at assigned location
- Participate in regular outreach meetings to build strong relationships with the youth, residents, local businesses, and community groups
- Dispatch Outreach Workers and High-Risk Interventionist (HRI) staff to intervene in circumstances in which violence and/or retaliation may be likely
- Report to the HRI Supervisor and keep them informed of all relevant community activities, in addition to documenting these events or incidents.
- Attend staff meetings, Public Safety Round Table, and TCST designated events, as assigned
- Other duties as assigned

Program Support/Development

- Network with community members and community-based organizations to create good-standing relationships that create and ensure opportunities to connect families to these community resources
- Connect participants and families with opportunities and programs in the community (e.g., jobs, GED, drug treatment, counseling, housing).

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- Provide a consistent, stable, mentoring presence in communities around schools and through post-incident engagement and support
- Implementation of community-based violence reduction efforts in multiple neighborhoods
- Documentation and reporting of incidents and client engagement

Qualifications:

- Lived experience successfully navigating high-risk communities and situations
- Demonstrated ability to follow through on delegated tasks and take initiative when appropriate.
- History of working with varied and conflicting audiences
- Familiarity with violence reduction strategies
- Cultural competency and cultural humility
- Solid communication skills
- Spanish language proficiency preferred

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This section details the main duties of the position and is updated as needed.

Percent of Time	Duties	Rank Priority
70	<p><i>Service Delivery</i></p> <ul style="list-style-type: none"> • Attend and satisfactorily complete all required training. • Arrive in uniform at assigned location/school • Communicate with the Supervisory staff upon arrival and departure at assigned location • Participate in regular outreach meetings to build strong relationships with the youth, residents, local businesses, and community groups • Dispatch Outreach Workers and High-Risk Interventionist (HRI) staff to intervene in circumstances in which violence and/or retaliation may be likely • Report to the HRI Supervisor and keep them informed of all relevant community activities, in addition to documenting these events or incidents. • Attend staff meetings, Public Safety Round Table, and TCST designated events, as assigned • Other duties as assigned 	1
30	<p><i>Program Support/Development</i></p> <ul style="list-style-type: none"> • Network with community members and community-based organizations to create good-standing relationships that create and ensure opportunities to connect families to these community resources • Connect participants and families with opportunities and programs in the community (e.g., jobs, GED, drug treatment, counseling, housing). • Provide a consistent, stable, mentoring presence in communities around schools and through post-incident engagement and support • Implementation of community-based violence reduction efforts in multiple neighborhoods • Documentation and reporting of incidents and client engagement 	2

Employee

Date

Supervisor

Date