

Title: Manager, Prevention Services

Full-Time (40 hours per week), Exempt

Job Description

Broader Urban Involvement and Leadership Development (BUILD, Inc) is seeking a committed, self-motivated, enthusiastic professional to join its wonderful team in the role of Manager of Prevention Services. Since 1969, BUILD has worked in some of Chicago's toughest neighborhoods giving at-risk youth alternatives to the violence that takes away their positive potential. Applying our model of positive youth development, BUILD seeks to redirect the behavior of gang-affiliated youth and potential gang recruits in order to improve their chances of leading fulfilling lives and to increase the stability and safety of the communities in which they reside.

The Manager of Prevention Services, as part of the BUILD Program Leadership Team, is responsible for organizing, implementing and coordinating prevention services across all communities. These services take place in and out of school and at community sites. The Manager supervises the Prevention Specialists and coordinates a series of out-of-school time programs focused on quality service delivery. The Manager will evaluate program quality, train staff and implement a quality improvement system across all sites.

The Prevention Manager reports directly to the Director of Program Services

The Manager is responsible for the following:

Job Responsibilities

1. Direct oversight of Prevention Site Coordinators and Prevention Specialists.
2. Coordinates prevention services across all communities in the schools, out of school, and at community sites.
3. Facilitates referrals from community and school administration to appropriate preventions programs.
4. Works collaboratively with school administration, partner organizations, parent and location school councils.
5. Compiles reports and ensure compliance of team members.
6. Cross trains staff on positive engagement with at risk population.
7. Leads program planning activities with the team.
8. Informs appropriate BUILD team of program progress and challenges, making recommendations and seeking advice as necessary.
9. Meets with team weekly to discuss the youth and prevention programs services.

Youth Work/Youth Development

1. Exemplifies the mission, vision and values of the agency.
2. Ensures that all Prevention Specialists identify and recruit participants for core group. membership and generate and maintain life plans for each core group member.
3. Supervises staff in and out of school sites.
4. Ensures that all Prevention Specialists provide in-school and after school tutoring and mentoring services.
5. Ensures that all Prevention Specialists provide life skills, health and development awareness workshops.
6. Submits statistics and reports on a bi-weekly and monthly basis and/or as needed.
7. Operates professionally in the field on a flexible time schedule, which includes late evenings and weekends.
8. Coordinates activities with the Managers of Art, Intervention and Health and Wellness to ensure full spectrum of BUILD services in all programs.

Communication and relationship management

1. Represents the agency to broaden community awareness and support, interpreting the agency's programs and services.
2. Encourages family relationships and positive interaction through regularly scheduled family events.

Development and training

1. Ensures that all Prevention Specialists update information into ETO, record daily attendance and provide information on a weekly basis
2. Attends departmental and agency-wide staff meetings, as scheduled and agency-wide events, as required.
3. Maintains knowledge current in the field including but not limited to, participation in coursework, seminars and workshops.
4. Evaluates programs on a regularly scheduled basis to determine program quality, identify areas for improvement and create a plan to work towards quality improvement

Fundraising

1. Participates in agency wide fundraising events.
2. Encourages participant/community participation in agency wide fundraising events.