Outreach Coordinator

COVID-19 Vaccination & Documentation Requirement
In accordance with Allegheny County policy, as of August 9th, 2021, all prospective external applicants and re-hires who have received a written conditional offer of employment will be required to either be fully vaccinated or have at least one shot of a two-shot series before beginning work, providing documentation of the COVID-19 Vaccination. Any employee who does not receive the second shot within 30 days will have their probationary employment terminated. Allegheny County will allow for medical and religious exemptions from the requirements in accordance with state and federal law.

Per the CDC, people who are considered fully vaccinated are those who are:
- 2 or more weeks after their second dose in a 2-dose series, such as Pfizer or Moderna vaccines or
- 2 or more weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

If you do not meet these requirements, you are NOT deemed fully vaccinated.

No applicant may begin employment until COVID-19 Vaccination Documentation is received by Allegheny County, and the applicant has been made a final offer of employment pursuant to meeting all hiring considerations.

Nature of Work/Overview:
The Allegheny County Health Department’s Office of Violence Prevention (OVP) is hiring one full-time grant-funded Outreach Coordinator. Supervised by the OVP Program Manager, this role utilizes relationships to help connect identified high-risk communities to positive opportunities and resources within the county, including employment, housing, recreation, and education. The primary aim is to facilitate the process by which potentially violent individuals learn to think differently about violence and to change their behaviors accordingly.

Minimum Requirements:
- Minimum High School Diploma and/or GED
- A minimum of 2 years of relevant work experience in violence prevention, criminal justice reform, or a related field
Duties and Responsibilities:

Administrative Responsibilities

- Enter summaries/data of programmatic activities into database(s).
- Clerical support for OVP advisory council meetings and events.
- Attend 1-on-1 supervision meetings, staff meetings, and daily briefings.
- Document all conflict mediations in the Cure Violence database.
- Other miscellaneous duties as assigned.

Participant Support/Community Engagement

- Develop relationships with local providers to ensure seamless links to high-quality resources for participants such as employment and educational opportunities, substance use treatment, housing, mental and behavioral health services, and domestic violence services.
- Identify needs of participants and other high-risk individuals, connect them to appropriate resources, and following up to ensure success.
- Develop and distribute CVAC educational materials and messaging throughout priority communities.
- Advocate for participants in court, when necessary.

Violence Interruption

- Mediate conflicts between individuals and/or groups.
- Canvass the community regularly to build rapport with high-risk individuals.
- Identify community "hot spots" for shootings and violence in the target area.
- Participate, as necessary, in organizing responses to shootings and increasing visibility when shootings/killings take place, including developing networks with other outreach program workers to coordinate an inclusive and strategic response.
- Work with the community and other outreach programs to gain information that may be helpful in preventing violence.

Required Skills:

- Knowledge of evidence-based violence prevention strategies
- Experience in program evaluation, with an understanding of data collection methods and data presentation
- Experience with serving individuals from a variety of backgrounds, ranging from high-ranking City and County officials to individuals engaged in group violence
- Strong organizational, analytical, and written communication skills
- Ability to quickly learn new programs and systems
- Ability to work well with others
- Comfortable working in a fast-paced environment
- A demonstrated commitment to improving the lives of all Allegheny County residents reducing group violence in a sustainable way

Compensation

Rate: $20.00/hr

How to Apply:

Interested candidates should send a resume and cover letter to Ross Watson, Violence Prevention Program Manager, at Ross.Watson@alleghenycounty.us.
Please note that this is a contract-only position hired through a temporary staffing agency. Benefits, including health insurance, are available through the contracting agency. Although the individual will be working on projects for the Allegheny County Health Department under the supervision of Allegheny County Health Department staff, the individual will not be hired as a County employee or be eligible for County Benefits.