

# **CITY OF RICHMOND IS RECRUITING FOR:**

## **OFFICE OF NEIGHBORHOOD SAFETY Peace Keepers**

**Mission:** The Office of Neighborhood Safety (ONS) provides functionality that creates, promotes and strengthens activity designed to produce community safety and well being.

### **Position Summary**

The Peace Keepers are a part of a community team that focuses on reducing homicide and other violent crime in Richmond, California. Much of the team's work will be data driven, and as such will target Richmond's highest impact neighborhoods and communities. The Peace Keepers will be managed by a Neighborhood Change Agent (NCA) in the Office of Neighborhood Safety. The goal will be to mitigate, and wherever possible, prevent violence through the provision of alternatives and active linkage to services and supports.

### **The Peace Keepers Position Description:**

The Peace Keepers main responsibilities include conducting community outreach, assisting in mediating low level conflicts, referring high level conflicts, and referring high need residents for support services, including case management services, employment services, etc.

More specifically, the Peace Keeper's role is as follows:

### **Program Development and Management**

- Collaborate with Office of Neighborhood Safety to develop, implement and refine protocol for addressing community conflict and violence.
- Collaborate with the Office of Neighborhood Safety to identify needs and coordinate appropriate staff training and development.

### **Community Relations**

- Respond to or refer conflict related calls and referrals.
- Assess need to mediate unresolved feuds and/or other known instances of violence by developing and implementing processes to meet families and friends of recent homicide victims and others involved in situations of violence.
- Maintain constant community presence by conducting daily outreach to individuals involved in conflict, their friends and families as well as high-risk residents; share information about services and resources, especially job opportunities and; work to ensure community acceptance and support of ONS programs.
- Intervene as appropriate in crises and obtain the appropriate resources to effectively impact potentially volatile situations.
- Respond to emergency situations according to policies and procedures. Provide appropriate documentation as needed.
- Participate in community, neighborhood, and advocacy activities as needed.

### **Planning, Reporting, and Evaluation**

- Assist the NCA in the development and maintenance of record keeping, with special attention to confidentiality concerns.
- Meet with team on a weekly basis to share contacts, outcomes and ensure that all clients are being appropriately served.
- Report to and support NCA in reaching monthly goals and yearly operating plans in support of overall outreach objectives.
- Meet with all ONS staff on a monthly basis to debrief on successes, struggles, etc.

### **Knowledge, Skills and Abilities:**

- Understanding of and commitment to violence prevention.
- Demonstrated commitment to goals and values of the Office of Neighborhood Safety and the outreach strategy.
- Relationships in and knowledge of the assigned community, and ability to negotiate and navigate across community/geographical lines.
- Demonstrated communication skills, specifically as it relates to effectively working with diverse community members.
- Ability to work with conflict prevention, conflict de-escalation, and conflict resolution techniques and to adhere to emergency protocols.
- Ability to work professionally in a multi-cultural team setting.
- Ability to maintain a high level of confidentiality.
- Ability to work a flexible schedule, including evenings.
- Must live in North, South or Central Richmond.

### **Minimum Qualifications**

- High School Diploma or GED a plus.
- Ability to pass a Drug Test.
- Ability to speak and write English.
- Valid California Driver's License desired

**Stipend:** \$1,000 per month

**Submission Package:** Please send a letter of interest including contact information. Also include three community references—1 must be a youth/young adult reference. Please send materials to: Office of Neighborhood Safety 1401 Marina Way South Richmond, CA 94804

**DEADLINE: FRIDAY, DECEMBER 7, 2007**