

GANG PREVENTION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the implementation and coordination of the City's new youth initiative, the Gang Prevention Program. The work generally involves all aspects of project management which includes but is not limited to outreach, intake and assessment of middle school age youth; case management of youth; identifying and developing community resources and linkages for case referral; and developing positive relations with parents, school staff and community leaders. The work is performed under the supervision of the Commissioner. A close working relationship will be required with the Juvenile Unit Commander of the Albany City Police and the Albany City School District.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs outreach to youth at-risk of gang involvement;
- Develops process for intake, assessment and program referral;
- Identifies and accesses community resources to assist in gang prevention response;
- Develops methods for analysis and monitoring of target population;
- Mobilizes local community to participate and support the gang prevention initiative;
- Provides education and builds community awareness;
- Assists youth in job readiness and problem-solving skills;
- Prepares reports and makes programmatic or operational recommendations;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of personal computers and office equipment;
- Ability to problem-solve;
- Ability to express oneself effectively both orally and in writing;
- Ability to understand oral and written directions;
- Ability to prepare detailed records and reports;
- Ability to establish and maintain a working relationship with clients, agencies and the community at large;
- Skill in collecting, organizing, analyzing and interpreting data and information;
- Physical condition commensurate with the demands of the position.

SEE REVERSE SIDE

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of paid full-time experience as a program coordinator or case manager; **OR**
- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree and four (4) years of paid full-time experience in program coordination and case management; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.