

## BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Violence Intervention & Prevention Director POSITION #: 50119055

PROGRAM: Child and Adolescent Health Bureau

SUPERVISOR: Division Director

LOCATION: 1010 Mass Ave.

SALARY: \$60,000 – \$65,000 Annualized range DOE

POSTING DATES: July 8, - July 14, 2009

HOURS: 35 hours 9-5. Working evenings and weekends is required

The Violence Intervention and Prevention (VIP) initiative is a strategy was initiated in Nov 2007, designed to address violence across the city and in four of Boston's high need neighborhoods. Overseen by the Division of Violence Prevention (DVP), VIP is working in partnership with community based organizations to develop a continuum of violence prevention and intervention services that will provide residents the tools and resources to reduce violence; change the expectation of violence in their neighborhoods; and expand recreational and educational opportunities for youth and families. The four core components of VIP are: 1) Youth engagement in after school and summer opportunities; 2) Neighborhood Coalitions in each of the four target communities that are a forum where residents join with local businesses, organizations, community leaders and city department staff to identify and address safety concerns and promote peace in their community; 3) Conflict resolution and peer mediation curriculum in the Boston Public Schools and Community Centers; and 4) Development of a social marketing campaign that promotes peace and challenges social norms of violence.

**DUTIES:** Lead the planning and implementation activities to address the four components through collaboration across city agencies and application of best practices. Identify partners, collaborations and resources to address the four components. Manage the VIP Neighborhood Coordinator who will be providing technical assistance and support to neighborhood coalitions in each neighborhood. Two main components of the coalition is outreach to residents and development of a neighborhood violence prevention plan. Maintain regular and thorough communication with city agency and community partners. Work closely with DVP Director in strategic planning for VIP Initiative. Manage contracts with community based organizations. Attend community meetings. Develop and implement a data collection systems to track VIP activities and goals. Work with Division of Violence Prevention staff to coordinate other division projects. Work in confidential capacity with director. Meet regularly with director regarding all aspects of program operations, including but not limited to matters pertaining to program staff and other confidential matters. Operate independently. Use independent judgment and discretion to make decisions affecting the program and staff as it relates to program operations/services and BPHC policy. Provide supervision to assigned staff. Make and recommend management and personnel decisions regarding program, including but not limited to promotion, transfer and assignment of staff, and imposition of discipline. Represent management in grievance and arbitration process, including but not limited to hearing and adjusting grievances, and attending grievance and arbitration hearings. Recommend, review and assist in the creation of proposals for collective bargaining on behalf of the program and may attend and participate in collective bargaining as a management representative. Performs other duties as required.

### MINIMUM QUALIFICATIONS:

BA/BS required. Masters level training in Public Health, Public/Business Administration, Public Policy, Human Services, Social Work or related field preferred. Minimum of three years experience with responsibilities relevant to duties.

Demonstrated experience coordinating and implementing public health projects, managing staff and working with diverse city agencies, community groups and residents. Strong community organizing skills

Problem Solving, decisions making and multitasking abilities, working both independently and as a key team player.

Ability to clearly communicate with multiple partners and write clear, concise reports

Experience tracking data to inform project planning and implementation.

Familiarity with Word, Excel, PowerPoint, and Access.

Background providing services in community violence prevention strongly preferred.

*This position may require direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.*

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

**Boston Residency Required, or willingness to relocate.**

INTERESTED CANDIDATES SHOULD SUBMIT APPLICATIONS OR RESUMES TO:

BOSTON PUBLIC HEALTH COMMISSION [www.bphc.org](http://www.bphc.org)  
HUMAN RESOURCES - 6TH FLOOR  
1010 MASSACHUSETTS AVE.,  
BOSTON, MA 02118  
FAX 617-534-2418

**REQ#: PHC 2962**