

## Job Description

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**Position Title:** Gang Prevention Specialist

**FLSA Status:** FULL TIME, non-exempt

**Department:** Frances Martinez

**Reports to:** Denise Perez Lally

**Pay Range:** \$ 25 - \$ 26

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### MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### JOB SUMMARY:

Provides gang prevention services for up to 50 middle and high school youth ages 14 – 18 who are at the highest risk of perpetuating or being victimized by gang violence; Gang Prevention Specialist commits to achieving results for Federal Way's high risk youth; 50% reduction in court referrals for juvenile crimes against persons committed by youth in South King County, Federal Way (Sunny crest, Totem middle school, and Federal Way Open Doors, TJ and Federal Way H.S.); and a 50% reduction in the number of student school suspensions/expulsions due to gang and violence related incidents.

### ESSENTIAL QUALIFICATIONS:

- Bachelor's degree or adequate experience working in social services
- 5+ years' experience in the area of violence prevention, case management, or restorative justice.
- Previous experience working with youth, and lived experience.
- Must be bilingual Spanish/English.
- Must have a car and a valid Washington driver's license and show evidence of insurability.
- Must have excellent oral, written and organizational communication skills.
- Must be effective in conflict resolution.
- Must have excellent computer skills, specifically in Excel and Word.
- Familiar with Outcome and Indicator Reporting.
- Must have good attention to detail.

### ESSENTIAL FUNCTIONS:

- Identifies and enrolls youth into the gang prevention program at school sites, El Centro de la Raza's Federal Way office, or other identified safe designated area.
- Meets contracted annual goals and objectives outlined in the performance standards (copy will be provided upon hire).
- Communicates and works closely with school counselors and community partners.
- Conducts Intake and Assessment. Creates a Risk Assessment Tool to determine and document youth's needs and strengths.
- Identifies and documents youth's goals and develops an Individualized Service Plan (ISP).

- Creates, tracks and documents a short- and long term achievable action plan for each youth.
- Updates and documents ISP every 3 months.
- Tracks students' grades and school attendance.
- Prepares documentation and tracking for monthly program reporting.
- Coordinates, recruits youth and schedules bi weekly healing circles.
- Create and maintain documentation on each youth containing all up to date client case notes, signed forms, grades, risk assessments, youth check in surveys, youth progress reviews,
- Provide culturally and linguistically appropriate services including intake and assessment, ISP development, advocacy, information and referral services, assistance navigating the school, court, social services, employment and training services.
- Serve as a role model, advocate, and mentor to the youth.
- Attend restorative justice/gang prevention trainings and summits.
- Create and update hard copy and database files/information and maintain complete client chart notes, reflecting the progress of participants.
- Serves as an interpreter for non-English speaking parents
- Follows-up with service providers
- Creates monthly, quarterly and annual reports associated with contractual reporting
- Develops relationships and networks with other agencies and communities
- Acts as a liaison between schools and the youth/family
- Attends staff meetings, case manager meetings, youth team meetings, Charlas, and meetings with the department director.
- Plans and organizes one annual cultural youth group activity.
- Assists with the Annual ECDLR Youth Graduation.
- Engages and encourages youth participation in ECDLR advocacy, social justice and cultural events.
- Performs other duties and responsibilities as assigned

#### **SKILLS/TECHNICAL KNOWLEDGE:**

- Must have a proven ability to work well under pressure.
- Must have excellent writing and organizing skills
- Must be able to work with participants from a variety of ethnic and cultural backgrounds.
- Understands and fulfills contractual obligations.
- Must be able to maintain effective relationships with co-workers, participants, parents, community representatives, and the public.
- Must be able to work in a multi-cultural/multi-ethnic environment.
- Presents a professional manner and appearance.

#### **WORKING CONDITIONS:**

Work is performed remotely during Covid-19. Otherwise, the physical location is at El Centro de la Raza's Seattle Office. Works a minimum of 40 hours per week. This position requires a 6-month probationary period.

- Remote work eligible: 4 days in /schools/office, 1 day work from home 8:00a.m. – 5:00p.m.
  - **Include:** El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.



A voice and a hub for the Latino community  
as we advocate on behalf of our people  
and work to achieve social justice.

**PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 15 lbs

**Equal Employment Opportunity and Accommodation Statement:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

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Employee Signature

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Date

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Supervisor Signature

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Date

cc HR, personnel file

REV: 07/2021