READI Chicago: RESOURCE COORDINATOR

Position Description
Heartland Alliance coordinates READI (Rapid Employment and Development Initiative) Chicago, a network of community-based organizations on Chicago’s South and West Sides that engage individuals at the highest risk of becoming victims or perpetrators of gun violence in a 12-month wage-subsidized transitional job (TJ) and cognitive behavioral intervention (CBI) program which includes case management, coaching support, and other wrap around services. The goals of READI Chicago are to: decrease shootings and homicides among those at highest risk of gun violence; create new opportunities for these same individuals to change their life trajectory and decrease their involvement with the criminal justice system; and help build an infrastructure at the community level to promote long-term safety and opportunity in Chicago’s most impoverished communities.

Under the direction of North Lawndale Employment Network, the Resource Coordinator position is responsible for collaborating across interdisciplinary teams to organize, develop, and connect both staff and program participants to resources intended to address emerging need. The position requires a firm knowledge base of accessible, trauma informed, culturally-relevant resources proven to support men experiencing complex trauma caused by prolonged exposure to poverty, crime, and victimization from violent offenses. The Resource Coordinator is a high-energy professional that proactively engages across community partner staff and systems to cultivate resource opportunities on behalf of program participants and staff. This position requires an ability to engage a diverse group of stakeholders whose services positively impact men of color with longstanding involvement in organized street gangs, criminal justice involvement, and substance abuse. The Resource Coordinator must have experience with coordinating community-level resources in communities of color with high-risk youth and/or adults involved in structured programming.

Duties

Resource Coordination and Referral

- Assess immediacy, and deepen understanding of needs expressed by READI Chicago participants and staff
- Attend bi-weekly case staffing sessions to discover, present, and bridge resource opportunities
- Engage directly with staff and participants to share resources gathered from external partnerships
- Analyze site specific participant-level data, in particular completed needs assessments, to assess and forecast trending need & align resources
- Establish a directory of trauma informed community-based resources to address issues of legal assistance, mental health, substance-abuse, housing, and domestic violence
- Develop, operationalize, and manage a resource referral system that supplies tangible tools and resources to program staff and participants
- Collaborate within teams from outreach and transitional jobs to supply resource referrals during one-on-ones and personal development sessions.
- Document the frequency at which resources are requested and utilized by both staff and participants
• Provide bi-weekly reports to site management that highlight emerging resource patterns, opportunities, and partnerships
• Present new & emerging resource trends and partnerships during bi-weekly partner leadership meetings
• Ensures adherence to Centers for Disease Control and City of Chicago’s Department of Public Health’s guideline on managing public health pandemics including social distancing measures and wearing masks (self and participants)
• In partnership with the Director of Training, co-design and foster professional learning opportunities to address the developmental needs of READI Chicago participants
• Other duties as assigned

Community Engagement

• Develop & integrate trauma-informed resources throughout assigned READI Chicago communities
• In collaboration with assigned outreach and transitional jobs coach, develop and maintain referral relationships for a range of support services; connect participants to appropriate services as needed.
• Collaborate with Resource Coordinators throughout READI Chicago to identify, strengthen, and bridge resource opportunities, improve resource connection, host meetings, and form linkages across institutions
• Establish and maintain collaborative working relationships with staff across the Heartland Alliance community and with partner organizations
• Engage site management to ensure referral system operates in accordance to READI core commitments of:
  • tackle root causes of violence and poverty
  • encourage creativity and innovation
  • use data for continuous improvement and progress monitoring
  • apply an equity lens
• Partner with participants and others to achieve ambitious, shared goals
• Maintain highest levels of confidentiality at all times

Qualifications

• Commitment to the mission and values of READI Chicago, as demonstrated by a professional approach that is strength-based, trauma-informed, inclusive, and grounded in human rights
• Associates degree with three to five years of relevant experience in social work, youth development, criminal justice, or related field. Bachelor’s degree preferred.
• Positive disposition and authentic engagement with professional colleagues
• Self-directed, motivated; experience in a growing initiative, comfort in ambiguity and fast-paced environments
• Unwavering commitment to quality programs
• Excellent problem-solving skills
• Ability to work with high-risk populations with complex needs
• Ability to simultaneously manage multiple projects and activities
• Ability to work independently, initiate projects, and develop and implement social service and/or educational interventions
• Excellent writing and communications skills
• Computer literacy commensurate to complete job duties
• Individuals with criminal records and other lived experience are encouraged to apply
• No current gang affiliations; no pending criminal cases