

# Waukegan Township



**MARC L. JONES, SUPERVISOR**

## **JOB DESCRIPTION TITLE: OUTREACH SPECIALIST (FULL-TIME POSITION)**

**Supervisor's Office**  
149 South Genesee Street  
Waukegan, IL 60085  
P. 847-244-4900  
F. 847-244-5185

**GENERAL FUNCTIONS:** Stopping shootings by doing all that is required individually and, in a team, to prevent all shootings in the neighborhood assigned.

### **Specific Responsibilities:**

#### **Eddie Washington Center**

424 South Avenue  
Waukegan, IL 60085  
P. 847-244-0805  
F. 847-244-2048

- Getting to know all the highest risk persons and the people who know them.
- Letting it be known that you and other outreach workers are here to stop shootings and that they should tell you when shootings or other violence might happen so that you can help intervene.
- Working to intervene in circumstances in which violence is likely, including possible retaliation.
- Working to understand why a shooting happened and to determine why it is that you and the team were not informed – developing strategies to be better informed the next time.

#### **Staben House**

149 South Genesee Street  
Waukegan, IL 60085  
P. 847-244-9944  
F. 847-625-0437

- Working to gain trust of the community and the highest risk persons so that they know why you are there – to help prevent shootings and violence, and to help high-risk persons in any way you can.
- Calling for assistance when situations require it.
- Anticipate and be responsive to Outreach Supervisor's requests and needs.
- Continuously keep Outreach Supervisor informed as to what is going on (this includes: what is going right, what is going wrong and anticipating what might go wrong).
- Work as a member of a team – work together to ensure that shootings are reduced.
- Outreach to the community (individually and as a team member) to build strong relationships with youth, residents, businesses, and community groups.

#### **Patricia A. Jones Center**

414 South Lewis Ave  
Waukegan, IL 60085  
P. 847-244-9242  
F. 847-244-9258

#### **Home Sweet Home**

149 South Genesee Street  
Waukegan, IL 60085  
P. 847-599-2932  
F. 847-244-5185

**Trustees:** Percy Johnson, Sylvestre Castellanos, Jeff McBride, and Dulce Ortiz  
**Clerk:** Rose Staben **Assessor:** Mark Stricklin

- Identify youth who are active in high-risk street organization and engage in high-risk street activity and intervening in their lives through case management to aid in solving current problems and preventing future ones, help facilitate positive behavior change, and introduce positive alternatives to violence.
- Recruit & maintain a participant caseload of 10-15 high risk participants recommended (case management) & work with participant to develop risk reduction plan for each participant.
- Serve as linkages and support for individuals to enhance their assistance and use of opportunities and programs in the community (job programs, GED, drug treatment, and mentoring).
- Advocate for youth through court testimonies, when necessary.
- Participate, as necessary, in organizing responses to shootings and increasing visibility when shootings/killings take place (developing networks with other outreach program workers to coordinate an inclusive and strategic response).
- Investigate causes of shootings/killings to assist in mediating situations and preventing retaliation between individuals and groups (working with the community, outreach programs and local law enforcement to gain information that may be helpful in preventing additional killings) and provide documentation.
- Work closely with management towards development of the Violence Prevention Plan.
- Identify and diffuse “hot spots” for shootings and violence.
- Document shootings and other acts of violence prevented.
- Respond to shootings in other communities, when necessary.
- Document detailed client case notes and other duties as assigned.
- Perform other duties as needed.

**Qualifications:**

- Experience working with at-risk youth and gang members.
- Excellent communication skills.
- Experience or training in crisis intervention.
- Knowledge of Target Area.
- Valid Illinois driver's license, insurance, and good driving record.
- No pending criminal cases or prior convictions for domestic violence (within 10 years) or prior convictions for sexual assault or child abuse.

**Job Impact:**

Errors committed while performing the duties of this position could impact the overall effectiveness of Waukegan Township's programs and services.

**Work Environment:**

Most work will be conducted at CVI communities.

**Job Relationships:**

**Supervised by:** CVI Supervisor

**Works with:** All staff.

**Workers Supervised:** None.

**Work Hours:** 40 hours per week

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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(Employee Signature)

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(Date)