

HAMILTON COMMUNITY HEALTH NETWORK, INC.

Job Description and Performance Standard

Job Title: Community Based Crime Reduction (CBCR) Project Manager
Department: Administration
Reports To: Chief Operating Officer
FLSA Status: Exempt

Position Summary

The Project Manager will be the primary coordinator, strategist, and advocate for the North Flint -Community Based Crime Reduction (CBCR) program and will advance the Grant's strategic goals through collation with Hamilton and various community partners. The project will capitalize on community engagement already in place, and will require a variety of approaches to accelerate revitalization and safety in the North Flint community. Ingrained in the process is a consensus-based approach to engage residents and provide opportunities for resident advocacy and neighborhood capacity building.

The Project Manager will be an employee of Hamilton Community Health Network (Hamilton), but will collaborate with the project advisory committee that includes law enforcement, project researcher, and others. The overarching goal for the Project Manager position is to integrate the resources of people and institutions that influence crime perceptions in the neighborhood and to uncover strategic and effective remedies for safety problems.

The Project Manager must demonstrate strong project management experience, including the design and implementation of community-based projects, community organizing, and strong communication skills. The Project Manager must also demonstrate experience working on safety issues and with cross- sector partners. This is a full time salaried position, 40 hours per week, weekends, and evenings required on occasion.

Duties & Responsibilities

General Responsibilities

Engagement

- Convene regular meetings with community collaborators and research institution(s) to facilitate project goals, objective, and strategies.
- Develop and implement collaborative community events and forums designed to develop community and public based outreach efforts, strategies, and community engagement.
- Serve as liaison between residents, police, City of Flint departments, businesses, churches, service agencies, and etc. as needed.
- Establish and maintain strong partnerships with local groups of community-based organizations and service providers on an ongoing basis.

Mobilization

- Coordinate the efforts of residents, community organizations, and law enforcement to address safety and crime issues as indicated in grant application.
- Mobilize residents and businesses to participate in safety activities through community organizing and other efforts to build communication lines between police, prosecutors, and neighborhood stakeholders.
- Organize, in collaboration with residents, local business and community-based organizations, and document outcomes related to crime reduction

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strategies.

- Identify other potential public and private entities for participation and support of the strategic interventions developed in order to maximize resources and build sustainability of the program.
- Document and publicize neighborhood safety achievements to build confidence and buy-in among program partners.

Grant Management

- Coordinate program activities as outlined in grant proposal to successfully fulfill the goals, objectives, and strategies during the 3-year award period including:
 - Managing day-to-day tasks and activities during the planning and implementation phases of the project, under the direction of Hamilton and;
 - Collecting required data to be used to monitor, improve, and evaluate program performance
 - Facilitating the activities of the law enforcement and research partners and their data collection and analysis and monitoring strategy implementation and achievement of goals and objectives
- Work effectively with the research partner to develop and manage a process to analyze data to evaluate program interventions throughout the initiative and to evaluate the effectiveness, efficiency and productivity throughout the three-year program.
- Participate in periodic meetings with the project advisory committee to review progress in coordinating, developing and implementation of program strategy.
- Compile and maintain a calendar of events, database of participants, and administrative records and reports.
- Prepare and maintain documentation as required by Department of Justice, including, but not limited to meeting minutes, progress and final reports, and expenses. Obtain outcome reports, expenditure documentation, and other documents as needed from community collaborators and research institutions.
- Maintains expenses and monitors invoices related to the program.
- Provide periodic reports and briefing papers for all partners on the implementation of the project.

Job Requirements

Education and/or Experience

- Bachelor's degree in social science or related field or five (5) years of professional experience in community development
- Experience working with people from diverse backgrounds and cultures
- Knowledge of the neighborhood and local institutions of Flint and North Flint communities
- Experience leading policy discussion and advocating at various levels
- Knowledge of Crime Prevention Through Environmental Design (CPTED) approach/strategies

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Required Experience/Skill Set

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Group facilitation skills
- Strong interpersonal and communication skills (verbal and written). Including proficiency with Microsoft Word, Excel and PowerPoint
- Good analytical, negotiation and problem- solving skills
- Strong administrative, time and task management skills
- Ability to work with a diverse group of people and experience in building and maintaining relationships in the community
- Commitment and sensitivity to resident and community issues
- Ability to work collaboratively with police officers and other law enforcement
- Highly motivated and independent; but also able to work as part of a team
- Must be able to work flexible hours and have reliable transportation
- Computer and other skills necessary to prepare necessary reports, maintain database, and develop funding applications
- Knowledge and experience in community relations/ development

Language Skills

- Ability to communicate effectively with diverse populations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision requirements include the ability to see at close range.
- At times, may require more than 40 hours per week to perform the essential duties of the position.
- At times, may require working weekends and evenings.
- Fine hand manipulation (keyboarding).
- Travel between sites using own vehicle.

Work Environment

Work is partially performed (60%) in normal, pleasant office environment. A portion of work time (40%) will be spent performing in-field outreach and enrollment assistance activities. Duties will require travel throughout the Health organization's service area.

To apply for this position, go to www.hamiltonchn.org, click on "Careers" and complete the application for the CBCR Project Manager.