

Community Police Partnering Center

Job Description

Title of Position: *Community Safety Specialist*

Function of Position:

The Community Safety Specialist (CSS) engages, motivates, and organizes community stakeholders to participate in citizen-police problem solving efforts through Community Problem Oriented Policing (CPOP). Once community stakeholders are organized, the CSS trains and supports these individuals in crime prevention techniques, with a particular emphasis on the SARA (Scanning, Analysis, Response, & Assessment) problem solving methodology. The CSS then supports community stakeholders in the application of the SARA model, providing technical assistance in all stages of the problem solving process with specific emphasis on identifying assets within and outside of targeted communities that may need to be accessed to address identified community problems. The CSS also supports “macro” problem solving initiatives such as the Center’s CeaseFire program in Avondale, and community engagement in support of the Cincinnati Initiative to Reduce Violence (CIRV).

Line of Authority:

The Community Safety Specialist will report to and be accountable to a Community Safety Specialist Supervisor.

Responsibilities:

- Engage and motivate community stakeholders (Cincinnati Police Officers, community residents, businesses, social service organizations, religious organizations, youth service organizations, philanthropic organizations, etc.) to address problems of crime and disorder in Cincinnati neighborhoods.
- Develop a roster of identified individuals and institutions that are committed to participating in CPOP teams.
- Organize neighborhood CPOP teams, in collaboration with Cincinnati Police Officers, establishing meeting dates, times and locations for stakeholders to engage in the CPOP process.
- In partnership with Cincinnati Police Officers, train community stakeholders in the SARA problem-solving model and crime prevention best practices.
- Assist community stakeholders in the four-step SARA process to identify, prioritize, and analyze crime and disorder problems.
- Assist community stakeholders in identifying internal and external assets that may be needed to respond to identified community crime and disorder problems.
- Assist community stakeholders in the implementation and assessment of chosen responses.

- Work in collaboration with Partnering Center staff to identify improvements needed to strengthen neighborhood CPOP efforts.
- Prepare and submit all required reports of activity, maintain files and records of work activities.

Horizontal and Outside Relationships:

The Community Safety Specialist develops and maintains a positive relationship with:

Community Police Partnering Center administrative and operational staff
 Cincinnati Police Officers
 Community residents and leaders in designated communities
 Social service organizations
 Religious organizations
 Youth service organizations
 Philanthropic organizations
 Community service organizations
 Businesses
 Educational Organizations
 Personnel at the above external organizations
 Volunteers

Job Location:

Work will be performed primarily in community settings supported by necessary equipment. Work space will be provided as needed at the Partnering Center's offices within the Urban League of Greater Cincinnati, as Host Agency to the CPPC. On occasion, a CSS may work at a satellite location provided by external organizations, as approved by CPPC Executive Director.

Equipment Used in Performance of Job:

Desktop or laptop computer with Windows operating system
 Microsoft Office software (Word, Excel, Power Point, & Outlook applications)
 Desk phone
 Personal automobile

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Principles and techniques of adult education and group facilitation,
- Principles and application of crime prevention and Community Problem Oriented Policing (including the SARA model),
- Methods of community organizing, developing and implementing surveys, and asset based community building

- Composition and characteristics of Cincinnati neighborhoods
- Local government, social service, community, educational and employment resources,
- English usage, spelling, grammar and punctuation
- Principles of business letter writing and report preparation
- Microsoft Office software related to word processing, creation of spreadsheets and preparation of educational materials.

Skill to:

Operate a motor vehicle,
Operate a copier, computer, computer printer, and communication equipment (desk phone, cell phone, fax machine, etc.).

Ability to:

- Work independently to complete assigned tasks in the absence of supervision
- Interpret and apply organizational policies and procedures
- Establish and maintain effective working relationships, both internally and externally
- Identify and respond to community issues, concerns, and needs related to community problem solving efforts
- Identify and analyze problems, select and implement appropriate solutions, and evaluate results
- Prioritize multiple duties and manage time related to assigned areas of responsibility
- Communicate clearly and concisely, both orally and in writing, and prepare clear and concise reports

Required Education and Experience:

Each applicant must satisfy **one** of the following qualification options:

Bachelor's degree and a minimum of three years experience in community outreach / organizing, and training or experience in a related field, ***or***

Five years experience in community outreach / organizing, and training or experience in a related field, ***or***

Five years combined educational and work experience in community outreach / organizing, and training or experience in a related field.

Other Requirements:

Valid driver's license and automobile insurance

Working Conditions:

Environmental Conditions:

In external environment exposure to inclement weather [e.g. heat, cold, moisture, etc] and environmental hazards/irritants [sunlight, excessive noise, moving objects/vehicles, high-crime communities]; working closely with others as well as working alone and without direct supervision; while in office environment, exposure to computer screens, working in close proximity to others and other conditions normally existing in such environment.

Physical Conditions:

Duties require maintaining physical condition necessary for sitting, standing, and walking for prolonged periods of time; may require light to moderate lifting, reaching, pulling, and carrying; manual dexterity and audiovisual and linguistic acuity required.