



United Way
of Greater New Bedford

128 Union Street, Suite 105 · New Bedford, MA 02740 · Tel: 508-994-9625 · Fax: 508-994-9667

Mobilizing people, partnerships, and resources to catalyze change that strengthens the communities we serve.

Job Title: SSYI Program Director

Reports to: Vice President of Special Initiatives

Classification: Full time, salaried, exempt

Starting Salary: \$57,000 W/Benefits

Work Schedule: 37.5 hours per/wk. 8:30 am to 5:00 pm, including occasional evenings and weekends

United Way of Greater New Bedford (UWGNB) fights for the health, education, financial stability, and basic needs of every person in the nine communities it serves. We are actively involved in our communities, supporting organizations and strategically creating initiatives and offering services where gaps exist. Every United Way of Greater New Bedford staff member serves as an ambassador for the organization, demonstrating a culture of fundraising, service and volunteer engagement.

Since 2017, UWGNB has served as the Lead Agency for the City of New Bedford's **Safe & Successful Youth Initiative (SSYI)**, a statewide initiative funded by the MA Executive Office of Health and Human Services aimed at reducing youth violence in communities with the highest juvenile crime rates. SSYI targets a small number of young men and women ages 17-24, that local police have identified as "proven risk" or "impact players." These individuals are most likely to be a perpetrator of violent weapons offense or engaged in high volume illegal activity. SSYI reaches out to these individuals and offers a chance to redirect their lives through educational, employment, and behavioral health services.

Reporting to the Vice President of Special Initiatives the SSYI Program Director is responsible for directing and managing all aspects of the NB SSYI Program with the goal of ensuring the program is delivering high quality and effective services and supports for SSYI eligible proven at-risk young men and women in New Bedford.

Key Duties and Responsibilities, include:

- Working to ensure the design and delivery of effective outreach, case management, education and employment services and supports for the program, including;
 - Supervising and supporting the SSYI staff in the provision of the following program components:
 - Outreach Intake/Assessments
 - Case Management and Service Planning
 - Education, Occupational Training & Employment Related programming
 - Crisis Intervention, as needed
- Manage the day-to-day operations of the SSYI Program and site to include, but not limited to:
 - Ensuring the program site is well maintained and that program supplies, materials and equipment are readily available to staff and clients
 - Safety protocols for the program (for both clients and staff) are regularly reviewed and as needed updated periodically with staff and program participants
- Promoting strategies and methods for continually strengthening client engagement and participation in

the program

- Managing the SSYI data base to ensure client information/activity is being entered by staff in an accurate, timely and robust fashion to ensure compliance with contractual expectation.
- Model and mentor the SSYI staff to ensure the program is continually providing appropriate and culturally responsive services and supports to the young adults in the program
- Train SSYI staff and interns as needed and formally evaluate the performance of all SSYI employees
- Provide “administrative” support and guidance to the SSYI Clinician and Therapeutic Mentor
- Convening the program’s funded partners on a regular basis to ensure program compliance and strong performance toward desired measurable results
- Ensure all contractual program requirements including key performance indicators set by EOHHS for SSYI are continually met
- Assist in the development of SSYI’s operating budget and provide day to day fiscal management of the state grant, including monitoring and tracking all expenses
- Track and manage any “other” funding (non-state) allocated for the SSYI program by the UWGNB, and as requested provide a written report for each grant.
- Stay current with research and best practices in the field of evidenced based youth violence prevention and intervention programs and practices, including best practices in reintegration post incarceration
- Work closely with Commonwealth Corporation, the State quasi-public agency responsible for the development and technical assistance of all SSYI communities
- Keeping the SSYI Team abreast of new program info or directives from EOHHS/Commonwealth Corp and UWGNB
- Building relationships with community partners and other stakeholders to enhance the work of SSYI
- Attend local and statewide meetings and other forums to keep informed of best practices and changing trends in serving proven risk young men and women
- Partake in local and state-wide advocacy efforts to support public policy efforts that advance the goals of SSYI and support proven risk youth
- Contribute to UWGNB’s overall success and impact by working with its Leadership Team and Program Directors in the implementation of new initiatives and ensure integration of program operations
- Other duties as deemed necessary and appropriate by the UWGNB’S VP of Special Initiatives

Desired Knowledge, Skills and Abilities

- Detail oriented, highly organized, and enthusiastic self-starter focused on results
- Ability to carry out responsibilities with limited supervision
- Strong understanding of the issues facing proven-risk young men & women
- Commitment to social equity and diversity
- An understanding of current and emerging best practices in youth development for high risk youth
- Program planning and service delivery
- Ability to effectively supervise front line staff
- Microsoft Office, including Excel



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- Ability to analyze data to inform best practice
- Exercise good judgment in unexpected or emergency situations
- Strong communication/ Interpersonal skills
- Ability to work effectively with diverse populations and a cross sector of stakeholders, including the Courts, Probation, Parole and local law enforcement
- Bi-lingual/Bi-Cultural Spanish/Cape Verdean Creole

Requirements:

A Bachelor's Degree in Criminal Justice or related field is required, Masters preferred. Candidates must have a minimum of five years of program management and/or direct service experience with the targeted population. Experience working with diverse populations and/or with ex-offenders is a must. Strong communication, facilitation and interpersonal skills are required, as well the ability to develop and maintain professional relationships with various stakeholder groups. A valid driver's license and personal vehicle is required.

UWGNB strongly encourages its employees to be vaccinated against COVID-19.

Candidates should email resume and thoughtful cover letter to: liveunited@unitedwayofgnb.org and list in the subject line: SSYI Program Director. Review of applications will begin immediately and continue until position is filled.