

**Job Description – Crew Supervisor/Pre-Vocational Instructor**

**Location: Roca Baltimore**

**FLSA Classification: Non-Exempt**

**THE OPPORTUNITY**

Roca is looking for dynamic and committed Crew Supervisor to join our team to launch Roca’s work in the City of Baltimore, serving young men ages 16-24 who are deeply involved in the criminal justice system. For 30 years, Roca has been working in Massachusetts with the deep belief that every young person – no matter how hurt, angry, or left out – matters; and with genuine convictions that every young person belongs and that each of the young people we are privileged to meet can succeed. With these beliefs, we have created a long-term Intervention Model, which helps young people who are at the highest risk of long-term incarceration and violence to build safe, stable, and hopeful lives. Our relentless model is focused on behavioral change, helping young people develop critical skills, and using data to improve our work every day. We are honored and excited to join the many people and organizations in Baltimore committed to reduce violence and provide opportunities for all young people.

**MISSION**

Roca’s mission is to disrupt the cycle of incarceration and poverty by helping young people transform their lives.

**ROCA HIGH RISK YOUTH INTERVENTION MODEL**

Roca’s work is based on the theory that young people, when re-engaged through positive and intensive relationships, can change their behaviors and develop life, education, and employment skills to disrupt the cycles of poverty and incarceration. Roca’s Intervention Model engages the highest-risk 16-24- year-olds in a long-term process of behavior change and skill- building opportunities.

The young men that will be served by Roca belong to a small group of young adults who are very hard to reach, but have enormous potential that is often left untapped. The group of young men we serve are deeply involved in the justice system, and violence is very present in their daily lives. Sadly, these young people are often kicked out of training programs and jobs because they are being seen as not ready to participate, unmotivated, or too dangerous. We refuse to accept this perception. We reach out again and again – dozens of times, relentlessly – until we connect with them. After the connection is established, we build trust together, and then we help them identify their own goals and build the skills necessary to accomplish them. It requires grit and relentless drive, but we know that this is what makes change possible.

Understanding that meaningful change doesn’t happen overnight, we deliver a four-year Intervention Model that allows for relapse during the process. We know that lasting change requires a safe space to grow and to flex newly acquired decision-making skills.

The Roca Intervention Model is based on evidence-based practices of community corrections, deep studies of behavior change models (stages of change, cognitive behavioral theory, etc.), brain development, and three decades of collecting critical data and working on the ground with young people. The model has 5 core components: 1) relentless outreach; 2) transformational relationships; 3)

tailored programming designed to withstand relapse and the comings and goings of young people who have failed in traditional learning or work environments; 4) engaged institutions strategy to support young people and help them move out of the criminal justice system; and 5) performance based management.

The organization is very explicit in its approach and methodology. Our model has documented work and implementation processes, and intensive “real-time” performance based management system that tracks young people and staff, and a “real time” safety process. Roca and its model are data-driven, with daily, weekly, and quarterly use of data, and extensive training, coaching, and supervision methodology.

### ROCA BALTIMORE

After 30 years of work across Massachusetts, Roca is humbled by the opportunity to partner with so many terrific individuals and organizations working tirelessly to bring about change and reduce violence in Baltimore. We are honored and excited to be planning and developing our first out-of-state replication site, together with our partners in the city.

Since its inception, Roca has focused all its work on young people who too many have identified as are “not ready for change.” Through Roca’s Intervention Model, we help to prove again and again that change is possible, even for those deemed most at-risk. As part of the planning process, we have already started building the structure that will refer young men to Roca, both from criminal justice agencies and street outreach partners.

### Position Overview

Roca has created numerous strategies to help our young people gain both soft and hard skills that can help prepare them for work. Transitional Employment provides participants the opportunity to work on a real work crew, run by a Roca Crew Supervisor, to learn and practice the skills necessary to be successful at work. Pre-Vocational trainings offer participants an opportunity to learn technical skills that can help them build competency and earn certificates that may help them in job searches.

When supervising a work crew, the Crew Supervisor is responsible for supporting, coordinating, and supervising transitional employment participants on the work site and managing the site contract work. The Crew Supervisor is responsible for ensuring all young people are in program compliance while ensuring the work is completed for the contract. The Crew Supervisor’s work is to teach soft skills related to employment and provide off site supervision and retention support for young people placed in transitional employment. As part of this work, the Crew Supervisor serves as a working crew member on all work assignments, modeling and teaching work behavior while working and delivering on contract obligations.

When teaching, the Pre-Vocational Instructor will run pre-vocational training classes with an agreed upon series of curriculums for one time to multiple session workshops and classes will be used to engage young people and increase their skills. Vocational training areas include but are not limited to: maintenance, cleaning, painting, basic construction (framing, locks, apartment turn over, etc....), landscaping, OSHA, and Forklift. In addition to classroom based programming, Pre Vocational Instructors will implement special work projects as directed, using the physical plant of Roca both

internally and externally or other places (TBD) to create hands on learning opportunities for participants.  
Please note: If a person has other pre vocational skills and is still interested, please let us know.

**Responsibilities**

- Understand, practice and promote the vision, mission, and values of the organization.

Core Functions	Bottom Lines and Expectations	Targets
Outreach	<ul style="list-style-type: none"> <li>• Provide participant target lists for classes, trainings, work projects, etc. to youth workers in team check-ins and meetings.</li> <li>• Conduct general and targeted outreach to young people to increase participation in transitional employment and programming</li> <li>• Assist with getting young people in each day to transitional employment</li> <li>• Assess student level of engagement readiness and communicate with Youth Workers for targeted outreach and engagement in classes</li> </ul>	<ul style="list-style-type: none"> <li>• 80% of active participants are identified for appropriate pre-vocational trainings/employment programming</li> <li>• Work Crew Fill Rates at 125% for basic crews, 100% fill rate for advanced crews</li> </ul>
Transformational Relationships	<ul style="list-style-type: none"> <li>• Engage and build relationships with young people enrolled in Transformational Relationships and participating in stage-based educational and pre-vocational programming.</li> <li>• Engage in intentional CBT based contacts with participants to help them identify and learn skills to shift negative behavioral cycles</li> <li>• Communicate with youth worker regarding participant barriers (substance abuse, street, domestic violence, etc.) and skills needed to be job ready</li> <li>• Actively participate in the safety of the space for all participants through building coverage and communication across the organization</li> </ul>	<ul style="list-style-type: none"> <li>• TBD-# of contacts/efforts to participants recorded in ETO</li> </ul>
Transitional Employment	<ul style="list-style-type: none"> <li>• Fully implement Transitional Employment Program and achieve targeted benchmarks with young people on work crews</li> <li>• Ensure that all contract deliverables are regularly and consistently met</li> <li>• Manage day to day operations of assigned transitional employment work crew and evaluate performance of each work crew at end of working day (this is a</li> </ul>	<ul style="list-style-type: none"> <li>• 80% of participants on track for on time transition from TEP</li> <li>• 100% of Workforce Behavioral Assessments completed &amp; reviewed weekly</li> </ul>

Core Functions	Bottom Lines and Expectations	Targets
	<p>dynamic and very intensive relationship with young people)</p> <ul style="list-style-type: none"> <li>• Monitor participants time sheets and track daily participant attendance</li> <li>• Track weekly employee assessment forms and monitor participant hiring and firing</li> <li>• Work with crew members completing assigned tasks of crew contracts, and modeling appropriate work behaviors</li> <li>• Provide daily feedback and coaching to young people and ensure that the quality of work is getting completed in a timely manner; this includes both positive reinforcement and constructive feedback</li> </ul>	<ul style="list-style-type: none"> <li>• 100% on time completion of worksite verifications/payroll</li> </ul>
Pre-Vocational Programming	<ul style="list-style-type: none"> <li>• Engage and teach young people pre-vocational trainings through drop ins, one time projects, and multiple series advanced trainings and special projects (could also lead field trips)</li> <li>• Implement Pre-Vocational Trainings in the following areas: maintenance, painting, custodial, cleaning, landscaping, OSHA, others as determined.</li> <li>• Implement training assessments and support participant completion of advanced courses</li> <li>• Work with appropriate team at Roca and employer partners for improving trainings, developing and implementing advanced trainings, and workshops</li> <li>• Promote and actively encourage skills development for young people in construction and maintenance classes and trainings.</li> </ul>	<ul style="list-style-type: none"> <li>• TBD-#/% unduplicated participants served each week</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>• Track daily participant attendance and maintain and implement all appropriate evaluation tools as instructed</li> <li>• Use ETO reports and shared data to inform improvements, attendance, and needs to improve Vocational Programming at Roca.</li> <li>• Maintain Efforts to Outcomes (ETO) data base through data entry of all work with participants on a daily/weekly basis, completion of assessments and all other tools as required for evaluation purposes, if applicable</li> <li>• Demonstrate mindfulness for the resources that Roca possesses, and actively work to maintain their functioning</li> </ul>	<ul style="list-style-type: none"> <li>• Daily attendance is entered</li> <li>• Daily programming standard reports used to track participants in targeted programming</li> <li>• Assessments are completed and entered on time to track certs</li> </ul>

Core Functions	Bottom Lines and Expectations	Targets
	<ul style="list-style-type: none"> <li>• Other tasks as assigned</li> </ul>	

**Qualifications and Skills**

The very nature of Roca’s work requires an individual of great commitment and energy to the mission. Roca seeks a highly driven individual who is good fit both personally and professionally for the culture of Roca. In addition, the ideal candidate for this position will be a trustworthy decision-maker. He/she will have a sense of humor, feel passionate and committed to direct work with high risk youth, and demonstrate interest in coaching and supporting coworkers.

- BA preferred/Equivalent experience accepted--Minimum of three years of direct service work with high risk young people
- Criminal background and driving record check required
- Ability to travel around the service area required
- Valid state issued driver’s license required
- Understanding and experience working with high risk, multicultural, diverse young people; preferably two to three years of direct service work
- Extensive experience in the field of basic construction, painting, and building maintenance
- Experience teaching and managing a classroom and working with small groups
- Attention to detail and ability to complete tasks with excellence and on time
- Capacity to think and act intentionally and strategically to help young people change behaviors
- Creative problem-solving and thinking
- Excellent at organizing, managing and completing multiple complex projects and tasks simultaneously with thoroughness, accuracy, timeliness and good humor.
- Self-motivation, initiative, sound judgment, and commitment to ongoing learning are essential
- Strong attendance, high energy, and ability to motivate others to engage in classes and training
- Ability to break down and explain/teach skills to a population with varying skills/education capabilities
- Desire to support high risk young men learn necessary work skills to retain long term employment
- Computer Literacy and timely data submission/entry required
- Ability to work as a part of a team.
- Willingness and ability to work outside of normal business hours, and holidays and/or weekends as needed.
- Working with diverse cultures
- Strong attendance and high energy