

The National Institute for Criminal Justice Reform (NICJR) is excited to hire a qualified and passionate Violence Reduction Program (VRP) Manager to join the newly formed Knoxville Peace (KP) team!

Organizational Overview

NICJR works to reduce incarceration and violence, improve the outcomes of system-involved youth and adults, and increase the capacity and expertise of organizations that serve these individuals. NICJR also provides technical assistance, training, consultation, research, organizational development, and advocacy in the fields of juvenile and criminal justice, youth development, and violence prevention. NICJR works with an array of organizations, including government agencies, philanthropic foundations, and nonprofit organizations.

Knoxville Peace Overview

Knoxville Peace is a community violence intervention initiative in partnership with Knoxville communities, the Knoxville Mayor's Office, the Office of Community Safety Empowerment (OCSE), and NICJR. It focuses intensive interventions on the small number of individuals who are at the very highest risk of being involved in gun violence, primarily serving very high-risk young men between the ages of 16 and 30. KP's locally based violence intervention team locates and engages these young people and enrolls them into the KP program, where they are paired with a Life Coach.

The KP team is led by NICJR, a national expert in violence reduction that has been working in Knoxville for the past three years implementing a citywide [Gun Violence Reduction Strategy](#).

Job Description

The VRP Manager will be responsible for supervising a team of five Violence Intervention Specialists and Life Coaches, ensuring all programmatic deliverables are being achieved.

The primary duty of the VRP Manager will be to closely supervise the staff, providing hands-on and active support; coaching; training; and any needed correction, admonishment, and discipline. Due to the critical nature of KP's work, staff must be closely and actively supervised, and the VRP Manager will be highly accountable for ensuring adherence to the program's model and success.

The VRP Manager will check in with all staff multiple times each day, ensuring they are conducting outreach and engaging referrals and participants as required. The VRP Manager will often go out in the field with their staff. The VRP Manager will ultimately make certain that

all enrolled participants are being seen by their Life Coach 3–4 times per week and that all case notes and other reports are being completed on time and with quality.

In addition to the primary role of managing programmatic effectiveness, the VRP Manager will also be the primary contact for KP's partners and stakeholders, including the Mayor's Office, OCSE, Knoxville Police Department, Knox County Probation Department, and the program's many service provider partners.

The VRP Manager will be supervised by NICJR's Associate Director of Gun Violence Reduction, work closely with the OCSE, and receive support from an array of NICJR team members to actively and effectively manage the KP program.

Violence Reduction Program Manager Duties

The Violence Reduction Program Manager's main responsibility is to help reduce gun violence in Knoxville, TN. Other duties are:

- Ensure all Life Coaches under your supervision are carrying out their responsibilities in accordance with their position description and assigned duties.
- Be available to your staff at all times during working hours to answer questions, resolve challenges, and provide support.
- Be extremely responsive, communicative, flexible, and available.
- Coach and encourage your staff to be their best, be professional, and carry out all of their responsibilities.
- Correct, admonish, and discipline staff if they engage in inappropriate behavior or are not fulfilling their duties after receiving coaching.
- Hold weekly team meetings with your staff to check in, provide instructions and guidance for the week, foster team building, and allow for group information sharing (could be combined with the below, based on the number of staff).
- Conduct weekly or bi-weekly Case Conferences that bring together all the Life Coaches under your supervision to briefly check in on all cases and discuss in detail a few challenging and successful cases (one case each Life Coach). Case Conferences should produce group learning, problem-solving, and encouragement.
- Review the Monthly Life Coaching Caseload Report/Update (the spreadsheet) submitted by each Life Coach. Ensure information on each client is updated, and ask questions and provide guidance to Life Coaches accordingly.

- Observe a field visit between each Life Coach and one of their clients every month (for instance, if you supervise five Life Coaches, you would perform at least five field visits each month).
- Every 60 days, conduct file reviews with each Life Coach under your supervision to ensure they are properly inputting all updates into the client data management system and updating any physical files.

Required Skills

- Demonstrated ability to effectively manage multiple projects
- Strong presentation and verbal communication skills
- Strong writing abilities
- Adept in technology/software: Microsoft Office, Google Suite, and various database systems
- Can work well independently and in teams
- Well organized
- Detail oriented

Qualifications

- Bachelor's degree or no less than five years working in the field in a similar position
- At least two years of relevant experience
- Passionate about violence reduction
- Knowledgeable about effective violence reduction strategies, criminal justice reform, and youth development
- Knowledgeable about project management and administrative platforms and tools
- Formerly incarcerated and directly impacted individuals encouraged to apply

Time and Compensation

A competitive compensation and benefits package will be provided to the selected candidate. The salary range for this position is \$70,000 - \$80,000.

Location

This is a full-time, onsite position based in Knoxville, TN.

Apply

Please send a cover letter and resume to info@nicjr.org and include "Knoxville Peace - Violence Reduction Program Manager" in the subject line. Individuals who have been directly impacted by the criminal and juvenile justice systems are encouraged to apply.