



Street Outreach Data Specialist

Rev. Oct. 2021

New Life Centers provides intensive, community-based mentoring programs for youth and their families in the Little Village, Humboldt Park, Pilsen and Brighton Park communities of Chicago. The target demographics of NLC are; gang-affiliated youth, youth on probation, and at-risk youth referred through local schools and community agencies. Serving these populations allows NLC to holistically engage both violence prevention and intervention in response to community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peacemakers. Our holistic program model enables us to fulfill our Mission and Vision: *Young people and their families connecting with Christ and Community through restorative justice, safe spaces and life-on-life relationships to create the Beloved Community together.*

Position Summary

The Street Outreach Data Specialist position is full-time, 40 hours per week (non-exempt, benefits available) and will primarily take our Little Village location. The Street Outreach Data Specialist is responsible for performing key administrative tasks to support effectiveness of programming and improve the quality of service provided to youth and families by our Street Outreach team. May require some local travel (reimbursable). Pay commensurate with experience.

Job Responsibilities

- Collaborates with Intake Management Team members to strategically match/exit youth and Outreach mentors, ensuring appropriate matching.
- Informs and follows-up with Case-Managers, Victim Advocates and Outreach team for timely data.
- Collects and follows-up on assessments and case-file paperwork as needed or requested by Data/Outreach Manager.
- Communicates data to appropriate staff and funders as necessary.
- Administers, enters, and reports assessments, surveys and other outreach team data into appropriate databases as needed.
- Creates and provides clear concise data reports.
- Assures information is updated and accurate.
- Coordinates with sub-contractors to collect outreach, case-management and programming monthly data reports.
- Coordinates with data partners on monthly outreach data reporting and evaluation.
- Cooperates with all NLC Directors and staff.
- Participates in an annual evaluation.
- Demonstrates New Life Centers' values.
- Adheres to New Life Centers' procedures and policies.
- Attends required meetings and trainings.
- Demonstrate a commitment to teamwork and excellence as well as the mission of New Life Centers of Chicagoland.
- Other duties as assigned by the Supervisor.

Required Qualifications

- Must become a Certified Mandated Reporter. Training provided.
- Must pass a background check, must not have any pending cases.
- Must pass a Child Abuse and Neglect Tracking System background check.
- Must pass a National Sex Offender Registry background check.
- Must have a working phone and phone number.
- One-year experience working in the human services field in a capacity that involves direct services to at-risk youth.

- Cross-cultural competency.
- Ability to communicate effectively both written and verbally.
- Proficient in Microsoft Word and Excel.
- Must be willing to be trained, and proficiently utilize database(s) and information tracking systems relevant to duties.
- Must keep confidentiality of records and participant information.
- Ability to establish and maintain effective working relationships with others.
- Knowledge of and/or experience in youth development.
- Bilingual English/Spanish a plus but not necessary.
- Valid Illinois driver's license, insurance, good driving record, access to a vehicle. Subject to driving background check.

How to Apply

Please submit the following materials to Careers@newlifecenters.org

- Cover letter indicating your experience and interest in the position
- Resume
- List of three references with contact information (minimum 2 professional references, email and phone number included)
- Please mention the name of any New Life Centers staff who referred the position to you in your email if applicable.

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include "Street Outreach Data Specialist" in the subject line of your email.

New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.