City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>CBCR Outreach Specialist</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CBOR</td>
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<tr>
<td>Pay Grade:</td>
<td>NU14</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>5/17/2021</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Non-Union</td>
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**General Summary:** This position is responsible for providing leadership to the CBCR program, including, but not limited to, the identification of North Side neighborhood stakeholders, CBCR program planning, facilitation of dialogue with North Side neighborhood residents, support for youth and young adult mentoring programs, and empowerment of community leadership to support North Side neighborhood groups engagement in CBCR supported programming. In addition to interfacing with North Side neighborhood stakeholders, this role will frequently interface with a wide variety of contacts, including CBCR project manager and cross sector management team (representatives of City leadership, juvenile diversion, parole, public officials, etc...). The Outreach Specialist has a variety of responsibilities and requires the ability to maintain a high degree of sensitivity to confidential matters and be flexible with changing priorities and assignments.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Serves as a liaison between RCPD and North Side neighborhood residents and building trust for CBCR initiatives.
- Empowers North Side community leadership and liaison programs involving neighborhood residents at all levels of decision-making. Support North Side community groups to develop capacity to advance neighborhood programming that reduces crime and improves access to services.
- Identifies, develops, and coordinates community outreach programs and campaigns to increase community partnering, integration and awareness.
- Responds to community member requests for information within the North Side neighborhood. Provides crime prevention information and education to the community.
- Coordinates, plans and participates in special events.
- Performs public relations duties to inform and educate the community and gives presentations for large and small groups and special populations on CBCR initiatives.
- Conducts street level outreach in the North Side neighborhood in order to assist community members.
- Provides support to North Side neighborhood members while providing tools and resources focused on improving quality of life and collaborative solutions to issues identified in the community.
- Attends meetings, case conferences, coordinated access meetings, training workshops and community meetings as assigned.
- Assists in administrative duties, such as completing forms, gathering and transporting materials, data entry or other similar support activities.
- Participates in professional training activities relevant to job-related duties.
Qualifications:

Education and/or Experience:

Preferred that candidate has a Bachelor’s Degree from an accredited university or college. A minimum of two years of community outreach/relations experience in a professional capacity, or a combination of education and experience deemed acceptable to the hiring authority.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; reach with hands and arms; talk; hear. The incumbent is frequently required to sit and/or stand and most of the work is completed at an assigned desk station in front of a computer. The incumbent is occasionally required to walk; balance; stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and rarely lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.