IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: Asian Pacific Islander Gang Outreach Specialist
WAGE: $38,500
LOCATION: IRCO Asian Family Center
APPLY AT: www.irco.org
STATUS: Full Time with Benefits
PROGRAM(S): Street Gang Outreach
REPORTS TO: Program Manager
OPENING DATE: September 10, 2020
CLOSING DATE: Open until filled
REQUIREMENTS: Demonstrated ability to connect with and maintain productive relationships with at-risk youth who may be Vietnamese, Laos, Cambodian, Hmong, Burmese, Chinese, Samoan, Tongan, Micronesian, and/or from other Asian and Pacific Islander Communities.

GENERAL POSITION SUMMARY:
The Asian & Pacific Islander (API) Gang Outreach Specialist interacts directly with high-risk and gang-involved youth to provide support, gang prevention education, service referral, and crisis de-escalation. He or she is in frequent communication with the City of Portland Office of Youth Violence Prevention, Portland Police Bureau, and other organizations’ gang outreach workers. The Specialist builds avenues of communication to enable youth and their families to establish relationships with community programs and organizations.

ESSENTIAL FUNCTIONS:
The Outreach Specialist will develop professional relationships with clients, families and community resources, serving as a role model for the youth and as a representative of IRCO while maintaining appropriate boundaries and confidentiality. The Specialist identifies and spends time in community areas where high-risk youth congregate in order to connect with youth, build trust, and deliver program services. Irregular work hours may be required to respond to community and client crisis events.

The Specialist may work with local organizations and government to advocate for services that affect at-risk youth. They will maintain confidential electronic and/or paper files, complete case notes and other paperwork, and may work on program reports as assigned.
JOB SPECIFIC QUALIFICATIONS:
Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be through the following:

- Associate degree or equivalent in social services, counseling, criminal justice or related field
- Minimum two (2) years’ experience working with and relating to high-risk youth and their families
- Knowledge of local emergency, social, and human services and resources
- Knowledge and understanding of local Asian cultures and populations
- Experience and ability to work in a multi-cultural environment

KNOWLEDGE:

Education: Associate's Degree (3)
Experience: 1-2 years of experience is required (3)
Additional Language Required: Ability to communicate in a language of one of Portland’s Asian or Pacific Island communities is preferred.
Computers: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint.

SKILLS:
Communication: Must be able to communicate effectively and productively with a wide range of people from many backgrounds, including at-risk and gang-involved youth, their parents and families, coworkers, community partners, representatives of the Portland Police. Regular communication inside and outside the organization to exchange ideas and gather information (5)
Creativity: Regular need for the development of new processes and procedures or the redesign of interrelated processes and procedures is needed (4)

EFFORT:
Mental: There is an occasional need to assess risk as well as to make determinations about tasks and deadlines (4)
Physical: Positions at this level require moderate physical effort and manual labor such as carrying, constant movement, frequent lifting of light items, some lifting of moderately heavy objects. Driving is one of the MAJOR responsibilities (4)

RESPONSIBILITY:
Impact and Influence:
Minimal need or ability to analyze problem or concepts or make decisions on the information. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. (2)

Work Independence:
Positions at this level are expected to work under minimal supervision. Positions regularly contribute ideas, but decisions or actions that commit the organization or which are outside established policy/procedure are expected to be referred to others (4)

Planning:
Positions at this level must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities. (2)

Supervision:
Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)

WORKING CONDITIONS:
Environment:
This level has a work environment that contains hazards or obstacles on a regular basis. Working conditions include regular interactions with individuals experiencing crisis, gangs, victims of abuse, and individual safety plans are created. (5)

Schedule: Schedule is typically 3pm to 11pm Tuesday thru Saturday. However, this position will occasionally involve irregular work hours to address crisis situations. The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. (3)

HOW TO APPLY:
Applications are accessible on the IRCO website, www.irco.org. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

ABOUT IRCO:
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at www.irco.org.

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER