



Job Title: Program Coordinator – EAPS Grant
Department: Revere Police Department
Location: 400 Revere Beach Parkway
Hours: 40 hours per week
Salary: \$65,000 - \$75,000 annually (commensurate with experience), non-union, grant-funded employee

THE CITY OF REVERE:

The City of Revere is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to both live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. The City of Revere envisions a municipality that is governed for and by its people, by building and maintaining representation reflective of our community at all levels within the organization. Representation will encompass diversity in culture, thought, experiences, abilities, gender, sexual orientation, age, socio-economic status, veterans' status, etc. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel the government is more responsive to their needs and concerns, is an entity that they can trust, and are accountable to all is critically necessary.

DESCRIPTION:

The Program Coordinator is part of newly formed Behavioral Health Unit (BHU) sitting within the Revere Police Department, in collaboration with Revere's Health and Human Services Department. This position reports directly to the Community Service Police Captain - or designee - and is responsible for assuring that Behavioral Health Unit is functioning at the highest capacity and the program is easily accessible for officers and other members of the care team. The Program Coordinator will work to coordinate the BHU's day-to-day schedules, facilitate workflow between officers and the team, follow up with the community case worker, social worker, RPD and other city departments, and assist with treatment referrals for active cases. The Program Coordinator develops, implements, and monitors the impact of a variety of strategies, arrangements, systems, and procedures to ensure continuity of care. The Program Coordinator will also be responsible for management of the EAPS grant deliverables. The Program Coordinator will work in a law enforcement atmosphere to coordinate case follow-ups and foster

opportunities for residents to engage both within their neighborhoods and with public safety officials in a way that increases trust and strengthens community-police relations.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Coordinate BHU workflow, referral process, scheduling to ensure high functioning and efficient work processes
- Facilitate communication and cooperation between BHU and Revere PD administration, officers, and the larger care team
- Collect, organize, and interpret data related to EAPS grant services and outcomes
- Attend and organize all EAPS grant meetings, deliverables, and long-term goals
- Participate and assist in case coordination, facilitate in case intervention reviews and engage in care consultation regarding specific clients with other staff, relatives and appropriate representatives of other agencies, including social service agencies, housing authorities and health care providers
- Make appropriate referrals and complete follow-up referrals to insure proper after care
- Support the design and coordinate the implementation of community partner strategy to serve the highest risk individuals and families
- Monitor impact strategies, case management, and procedures to ensure continuity of care
- Serves as the ongoing liaison for the Behavioral Health Unit with community organizations and intra-agencies
- Organize, attend and participate in stakeholder meetings, conferences, and regional meetings as appropriate for the position
- Ensure process for informed consent and HIPPA compliance measures is understood and maintained
- Performs other job-related duties as required

QUALIFICATIONS:

- Bachelor's degree in related field preferred.
- Grant management, coalition building, and/or supervisory experience preferred
- Experience with principles and practices of collaborative quality improvement processes preferred.
- Experience with data collection, management and interpretation preferred
- Bilingual with the ability to fluently speak Spanish and/or Arabic preferred
- Must possess a valid driver's license and have access to car
- Must pass Revere Police Background screening process and maintain the Criminal Justice Information Systems (CJIS) training and certification process
- Knowledge of system of care in Metro Boston North
- Knowledge of Law Enforcement procedures

SUPERVISION RECEIVED:

The incumbent works as instructed and is expected to be able to resolve conflicts, which arise and coordinate with others, as necessary.

KNOWLEDGE, ABILITY, AND SKILLS:**Knowledge:**

- Working knowledge of Microsoft office software.
- Knowledge of law enforcement current practice, training models, and workflow/data systems

Skills and Abilities:

- Excellent organizational, time management, and public speaking skills required
- Excellent interpersonal skills and the ability to communicate effectively as a team player and with others
- Ability to resolve difficult problems.
- Above-average oral communication and writing skills
- Ability to multitask.
- Ability to remain calm and collected in high stress situations.
- Ability to handle high levels of stress.
- Familiarity with Excel, Power Point, and Microsoft office software and the ability to learn CAD police specific database software

WORK ENVIRONMENT

Position will be based at the Revere Police Department but may require travel in the Revere area to meet with clients in the community, to coordinate follow up and outreach, and attend meetings. Work is performed primarily in office conditions during regular business hours but maintaining a flexible work schedule for occasional evening and weekend hours may arise. Daily interaction with the public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work frequently involves dealing with people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

1. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

2. The City of Revere is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicant will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental

disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or another protected category.

Interested candidates are encouraged to submit their applications via the City's [Online Application Portal](#). Please submit a resume and cover letter with your application. If you have any questions, feel free to contact us at: <mailto:jobs@revere.org>