



Community Program  
Job Description: Neighborhood Safety Coordinator  
(NSC)

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EXEMPT: Yes

LOCATION: 801 W. Michigan, Milwaukee, WI 53233

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**ORGANIZATIONAL SUMMARY:**

*About Safe & Sound:*

Safe & Sound, Inc. emerged eighteen years ago as a comprehensive, community-based response to crime and violence in the City of Milwaukee. Since 1998, Safe & Sound has been dedicated to improving safety in challenged Milwaukee's neighborhoods. Our three-pronged strategy advances: (1) partnerships with law enforcement, (2) community organizing and (3) youth development. In 2011, we received a White House Champion of Change Award for our innovative approach to making neighborhoods safer. **We unite residents, youth, law enforcement and community resources to build safe and empowered neighborhoods.**

*About Community Prosecution:*

Community Prosecution is collaborative that focuses on resident's public safety concerns involving the District Attorney's Office, the police, Probation and Parole, Department of Neighborhood Services, community-based organizations, and citizens in Milwaukee police districts. The program is designed to reduce crime, engage our citizens, and utilize limited resources in the most efficient manner to make our neighborhoods safer. The Milwaukee County District Attorney's Community Prosecution Unit has equipped prosecutors and police with better community input allowing a more effective response to neighborhood issues. It also brings citizens and law enforcement partners more closely together in enforcing the law while preventing crime and improving the overall quality of life in Milwaukee.

**POSITION SUMMARY:** The Neighborhood Safety Coordinator (N ) serves as a liaison between City of Milwaukee residents living in the assigned Milwaukee Police Department (MPD) districts and various law-enforcement, other government agencies, and the Assistant District Attorneys serving as Community Prosecutors in these neighborhoods. The NSC works with Safe & Sound staff, the Community Prosecutors, the MPD and community-based organizations planning and coordinating community forums, landlord meetings, block watch meetings and community collaborations that orient residents, families and businesses on the nuisance abatement process. The NSC also provides resources and advocacy to encourage crime prevention, gang prevention and crime awareness. The NSC is tasked with information gathering, organization and reporting leading to the abatement of Community Prosecution Unit (CPU) reported nuisances that arise in and around properties located within the assigned Milwaukee Police District.



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#### BASIC REQUIREMENTS

- Must have a valid driver's license, a vehicle, and automobile insurance.
- Must be able to pass a criminal background check.
- Requires City of Milwaukee residence at time of hire.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the overall day-to-day tracking and case follow-through of criminal nuisance properties in coordination with the assigned Safe & Sound Neighborhood Team, Community Prosecutor Unit, District Attorney's Office, the City of Milwaukee and other community resources to provide planning, problem solving and assessment services relating to crime, violence and drive prevention efforts at the neighborhood level
2. Build positive working relationships with the Alder people, County Supervisors, Mayor's Office, other elected officials, CBOs, businesses, residents and Safe & Sound staff.
3. Make presentations and represent Safe & Sound at relevant events, community forums, block watch meetings, media events and collaborative community based projects. Work to ensure that the services Safe & Sound are known, understood and accessible to residents, businesses and community based organizations.
4. Assist in maintenance of anti-crime block watches. Respond to stakeholder phone calls and e-mails. Communicate with residents to identify and report drug related activity in the area.
5. Document nuisance complaints from residents, MPD, elected officials or other sources and create nuisance property file, add to existing file or refer out to appropriate authority.
6. Conduct research on reported nuisance properties through additional follow-up with surrounding neighbors, Department of Neighborhood Services records, Court records, MPD calls for service database (CAD) and other public records. Review open nuisance property case files determining next steps.
7. In consultation with Community Prosecutor, set-up, meet and coordinate follow-up with individual property managers/owners addressing issues at nuisance properties and offering supportive resources.
8. Summarize and record nuisance complaints, research findings and action steps taken by CPU team such as "knock and talks" or meetings with property owners, on CPU online database. Ensure accurate, timely reporting and data entry. Identifying progress toward meeting goals and objectives. Submit data and narratives for weekly, monthly, quarterly and annual reports.
9. Work in a leadership capacity with other team members to implement special project grants

and initiatives, as well as, track and report on project outcomes.

10. Attend Safe & Sound meetings and work as a team with all Safe & Sound staff.
11. Responsible for serving as a fiscal agent admin as necessary for police district funds.
12. Perform all other duties assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and EXPERIENCE:**

Bachelor's degree or equivalent in social science or human services area; two years related experience and/or training in a social service setting that demonstrates the skills, knowledge and abilities needed to perform the above tasks; or equivalent combination of education and experience. Experience working with elected officials, law enforcement, neighborhood organizations, residents and/or churches. Knowledge of the community and social issues. Good analytic and interpersonal skills.

### **COMPUTER SKILLS:**

Ability to effectively utilize job-related software including, but not limited to, Microsoft Word, Outlook, Excel and the internet to type proficiently, prepare reports, write correspondence and e-mail.

### **LANGUAGE SKILLS:**

Ability to effectively present written and verbal information. Ability to respond to questions from the general public, state and local elected officials, law enforcement, neighborhood residents, youth, adults, as well as, staff of various community-based organizations. Some public speaking required.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure.

### **REASONING ABILITY:**

Sound judgment and temperament with the ability to listen to and interpret instructions, apply commonsense understanding and carry out instructions furnished in written, oral or diagram form.

### **OTHER SKILLS and ABILITIES:**

Excellent communication skills and ability to work in a multicultural environment. Maintain confidentiality of written or verbal information. Knowledge of community issues, the Milwaukee community and community organizations. Experience and ability to multi-task and coordinate a variety of projects simultaneously.

### **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. Job responsibilities include door-to-door canvassing, facilitating neighborhood events and participating in block watch and community meetings.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work will be performed in an office setting, in neighborhoods and at meetings. The noise level in the work environment is usually moderate. Required to work some evenings and weekends for meetings, projects to accomplish assigned tasks and to carry out responsibilities.

**SALARY:**

\$40,000

**APPLICATION INSTRUCTIONS:**

Send cover letter, resume, salary history and three professional references with phone and e-mail contact information to Human Resources at [hr@safesound.org](mailto:hr@safesound.org) or mail to:

Safe & Sound, Inc.  
Attn: Human Resources  
801 W. Michigan Street  
Milwaukee, WI 53233

Applications accepted until position is filled.