



BECAUSE YOUNG PEOPLE CAN NO LONGER BE LOST TO VIOLENCE AND POVERTY.  
**TRUTH, TRUST & TRANSFORMATION**

**Position: Advanced Transitional Employment Crew Supervisor –Work Crews (ATECS)**

**Location: Chelsea, MA / Springfield, MA**

**Roca**

Founded in Chelsea, Massachusetts in 1988 Roca’s mission is to help disengaged and disenfranchised young people ages 14-24 move out of violence and poverty. The young people Roca serves are: in gangs, in and out of the courts and prison; some have dropped out of school or are close to it; many are young parents; and many are immigrants, far from home, left with memories of unspeakable violence.

Roca is a performance-based and outcomes-driven organization that helps young people to change their behavior and shift the trajectories of their lives through a High-Risk Youth Intervention Model. Roca serves very high-risk young people in Chelsea, Revere and East Boston. These young people are: in gangs, on the streets and in and out of prison; some have dropped out of school or are close to it; they are young parents, some as young as 12 and others with several children; and many are immigrants, far from home, left with memories of unspeakable violence. Our mission is to help disengaged and disenfranchised young people move out of violence and poverty.

Based on a belief that every one belongs and can succeed in the world, Roca has developed a comprehensive and strategic intervention model designed to support sustainable behavior changes that enable high risk young people and young parents to move toward the outcomes of economic independence and living out of harm’s way.

Roca’s intervention model is based on commonly accepted stages of behavior change and includes:

- Transformational relationships (intensive case management)
- Relentless outreach and follow up
- Stage Based Life skills, educational, pre-vocational, and employment programming
- Work with institutional partners

**Position Overview:**

The Advanced Transitional Employment Crew Supervisor –Work Crews (ATECS) reports to the Coordinator of Advanced Transitional Employment (CATE) The ATECS will support, coordinate, and supervise advanced transitional employment programming related to creating opportunities with young people to move toward self-sufficiency and living out of harm’s way. The ATECS is responsible for ensuring all young people are in program compliance while ensuring that deliverables for Advanced Transitional Employment Contracts are maintained. ATECS’s model and teach soft skills related to employment and provide off site supervision and retention support for young people placed in advanced transitional employment. As part of this work, the ATECS serves as a working crew member on all work assignments, modeling and teaching work behavior while working and delivering on contract obligations. Additionally, ATECS will support and reinforce Roca’s Transformational Relationship Model with high risk young adults.

**Job Summary:**

- Understand, practice and promote the vision, mission, values, methods, and models of Roca.
- Serve as lead contact for assigned work sites, ensuring that all contract deliverables are regularly met and that any additional site needs are considered as part of contracting process.
- Work with crew members completing assigned tasks of crew contracts, modeling appropriate work behaviors.
- Provide daily feedback and coaching to young people and ensure that quality work is getting completed in a timely manner.
- Communicate regularly with youth workers and program staff to ensure success of individual young people.
- Manage day to day operations of assigned advanced transitional employment work crew and evaluate performance of each work crew at end of working day.



BECAUSE YOUNG PEOPLE CAN NO LONGER BE LOST TO VIOLENCE AND POVERTY.  
**TRUTH, TRUST & TRANSFORMATION**

- Maintain Efforts To Outcomes Tracking Database and implement all appropriate evaluation tools as instructed
- Monitor participants' time sheets and track daily participant attendance.
- Track weekly employee assessment forms and monitor participant hiring and firing.
- Maintain daily contact with participants.
- Monitor participants' professional development plans and participant employment contracts (i.e. needs to attend counseling in order to work)
- Monitor participant hiring and firing
- Participate in re-hire meetings with participant and youth worker
- Assist with coverage and programming as appropriate and needed;
- Assist with emergencies and crisis intervention; and,
- Other tasks as assigned

### **Qualifications**

Roca seeks a highly driven individual who is good fit both personally and professionally for the culture of Roca. In addition, the ideal candidate for this position will be a trustworthy decision-maker. He/she will have a sense of humor, feel passionate and committed to direct work with high risk youth, and demonstrate interest in learning and supporting coworkers.

Roca expects candidates to have the following qualifications and skills:

- BA /Equivalent experience accepted --Minimum of three years of direct service work with young people
- Understanding and experience working with high risk, multicultural, diverse young people
- Strong oral and written communication skills
- Capacity to think and act intentionally and strategically to help young people change behaviors
- Capacity for creative problem-solving, conflict resolution, violence prevention
- Organizing, managing and completing projects and tasks with thoroughness, accuracy, and timeliness
- Self-motivation, initiative, sound judgment, and commitment to ongoing learning are essential
- Ability to work as a part of a team
- Flexibility with work hours/schedule as needed for programming and participant needs
- Computer Literacy and timely data entry
- Candidates must have a Valid MA Driver's License and current Driving Record
- Bilingual (English/Spanish) is preferred but not required.

### **Requirements for this Position**

- Travel around the Harbor Area
- Computer Literate
- Working with diverse cultures
- Valid MA Driver's License

**To Apply:** Please email resume and a thoughtful cover letter to Roca at [Jake\\_Jacobs@rocainc.com](mailto:Jake_Jacobs@rocainc.com). , subject line "Advanced Transitional Jobs Supervisor." Applications will be reviewed on a rolling basis.

*Roca is an equal opportunity employer and welcomes candidates from diverse backgrounds.*