



Job title	Squad Leader
Reports to	Program Manager
Salary	\$58,800

**Violence Interruption Project - Community Violence Reduction Program (American Rescue Plan Act)
Position Description – Squad Leader**

(1) Project/Program Background

The funds used to support this position through the Indy Public Safety Foundation (IPSF) as part of the City of Indianapolis’s Community Violence Reduction Program (“Program”) are derived from the City’s allocation out of the Coronavirus Local Fiscal Recovery Fund, CFDA No. 21.027, created by Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) (the “Act”). The Act requires that the payments from the Coronavirus Local Fiscal Recovery Fund only be used to cover cost incurred: (1) to respond to the public health emergency with respect to the COVID-19 or its negative economic impacts; (2) to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible works or providing grants to eligible workers who perform essential work; (3) to enable replacement of government revenues reduced due to the COVID-19 public health emergency; or (4) to make necessary investments in water, sewer, or broadband infrastructure. Interim final guidance issued by the Department of the Treasury states that the City may use funds from the Act to facilitate access to resources that improve health outcomes, including services that connect residents with health care resources and public assistance programs and build healthier environments; specifically, one such eligible use of funds is for “[e]vidence-based community violence intervention programs to prevent violence and mitigate the increase in violence during the pandemic.”¹

Since the onset of the COVID-19 pandemic in early 2020, violent crime has increased. Data gathered by the National Commission on COVID-19 and Criminal Justice show that in 34 large American cities, homicides rose by approximately 30% between 2019 and 2020.² Indianapolis was no exception: it suffered a record 214 criminal homicides in 2020, which represents a 39% increase over 2019’s figure.³ Through the first ten months of 2021, the rate of homicides in Indianapolis has exceeded 2020’s elevated pace; as of early November, 2021 has already surpassed the City’s all-time homicide record. While the causes of this increase in violence are multifactorial, the COVID-19 pandemic has undoubtedly contributed. COVID-19 had a disparate impact on already-vulnerable populations, and exacerbated underlying economic, emotional, and mental stress.⁴

(2) Position Description and Requirements

Squad leaders will serve as one of the three main roles – violence interrupter, outreach worker or life coach – of IPSF’s Violence Interruption Project (VIP), which works in close partnership with the Program and the City’s Office of Public Health and Safety (OPHS). Squad leaders will focus their work in areas of Indianapolis where instances of violence and poverty occur with consistency relative to other areas of the community (the “Service Area”). Beyond the Squad Leader’s primary role, squad leaders will take on additional leadership responsibility over a squad that may contain a combination of life coaches, outreach workers and/or violence interrupters. Squad leaders will be the primary liaison between squad members and the Program Manager and/or Program Director.

Squad leaders are always expected to work enthusiastically and professionally.

¹ Department of the Treasury, 31 C.F.R. Part 35, RIN 1505-AC77, Interim Final Rule, pp. 18, 23 (available at <https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf>).

² National Commission on COVID-19 and Criminal Justice, Impact Report: COVID-19 and Crime (Jan. 31, 2021), <https://covid19.counciloncj.org/2021/01/31/impact-report-covid-19-and-crime-3/>.

³ Derrick Bryson Taylor, “Indianapolis Recorded a Steep Rise in Homicides in 2020,” *New York Times* (Apr. 16, 2021), <https://www.nytimes.com/2021/04/16/us/indianapolis-recorded-a-steep-rise-in-homicides-in-2020.html>.

⁴ National Commission on COVID-19 and Criminal Justice, Impact Report: COVID-19 and Crime, *supra* n.2 at 20.



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Applicants for this position acknowledge these key requirements and limitations:

- The funding for this position expires on **December 31, 2024**. While it is possible that position-holders will be retained after that date, no commitment of long-term employment is being offered. IPSF does not offer a guarantee that the position will be available for the full period until funding expiration, or for any particular period of time.
- Travel within Marion County is a requirement for this position. A means of transportation will not be provided, and position holders must have access to an appropriate means of transportation. Compensation for the position includes a reasonable per mile reimbursement for mileage.
- This is an **at-will** position. If hired, position-holders will be the employees of a third-party staffing organization but will work under the supervision of IPSF staff.
- While this position will work closely with the City of Indianapolis as part of the Program, IPSF is not a public agency and is not part of the City of Indianapolis. The holder of this position will not be a City employee.

(3) Position Key Duties:

A squad leader will play a front-line and supervisory role in one of the three (3) key positions of IPSF's VIP, with the following key duties by position as follows:

Violence Interrupter

1. Monitor community activities within the Service Area to identify actual and potential individual, group, and gang-related conflicts.
2. Upon identifying a potential in-person conflict or social media conflict, implement reasonable violence intervention techniques as quickly as practical to deescalate the conflict.
3. If a shooting has occurred within the Service Area, identify and contact the shooting victim's friends and relatives, and implement intervention techniques with the goal of preventing a retaliatory shooting.
4. Provide conflict mediation utilizing problem-solving skills to address safety risks and to end conflict.
5. Participate in street outreach activities and events and will provide information to project partners.
6. Perform other duties within the scope of the Program, at the direction of IPSF leadership.
7. Follow all directions and guidelines from supervisor.

Outreach Worker

1. The Outreach Worker's main responsibility is to help reduce gun violence.
2. Locate individuals identified through the Gun Violence Reduction Strategy as very high risk, using your networks, relationships, outreach, social media, or other means. Engage them and directly connect them to a Life Coach.
3. Potentially be embedded with community-based organizations and/or faith-based organizations.
4. Respond to shooting scenes after an injury shooting to provide support to victims and their families, ease tension at the scene, offer support to the victim's friends and network, and gather information about the cause of the shooting.
5. Go to hospitals to engage recent gunshot victims to offer support and services, discourage retaliation, build relationships with victim(s), family, and victim's social network.
6. Attend community events in neighborhoods with high rates of violence to build connections, make the program's presence known, engage high risk individuals and groups to offer support.



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7. Attend funerals of people who were members of active gangs/crews/group to provide support to family as well as build relationships with the family and victim's network.
8. Write brief email reports to your supervisor summarizing each time you respond to a shooting scene, visit the hospital, or attend a community event.
9. Visit and occasionally conduct groups and workshops in local juvenile and adult correctional facilities for the purpose of building rapport with individuals who will be released and may be high-risk individuals.
10. Have an intensive initial focus on establishing a positive and trusting relationship with each client. Simply spending in-person time with your client and building a rapport should be the initial focus.
11. Attend all mandatory and necessary meetings and trainings, including staff meetings, your team meetings, Case Conferences, and all training.
12. Follow all directions and guidelines from supervisor.

Life Coach

1. The Life Coach's main responsibility is to help reduce violence in the City.
2. Make immediate contact with each referred client once assigned by their supervisor. Contact must be made no later than 24 hours after assignment
3. Conduct outreach in the community to locate individuals identified as very high risk in order to engage them and enroll in Intensive Life Coaching service.
4. Have an in-person connection with each new client within 48 hours of being assigned
5. Have an initial sole focus on establishing a positive and trusting relationship with each client. Simply spending in-person time with your client should be the initial focus.
6. Develop Life Plan (case plans) with each client.
7. Maintaining a positive relationship is the primary Life Coaching duty while also beginning to connect clients to needed services once they are willing and ready.
8. Use the positive and trusting relationship with each client to begin to influence their decision making in order to improve their outcomes.
9. Using Program funds, provide incentives to clients to reward their achievement of milestones in the Life Plan and to support their continued engagement.
10. Maintain consistent contact with each client on the case load in compliance with their phase:
 - a. Phase One: First 1-4 months on case load: Daily communication, 3x per week in-person contact
 - b. Phase Two: 4-7 months on case load: Daily communication, 2x per week in-person contact
 - c. Phase Three: 7-18 months on case load: Daily communication, 1x per week in-person contact
11. Document case management efforts, update individual case files, and make all required entries into the data management system.
12. Attend all mandatory and necessary meeting and trainings, including weekly staff meetings, your team meetings, Case Conferences, and all other meetings and trainings.
13. Follow all directions and guidance from your supervisor.

In addition to the primary duties listed above, a squad leader will also:

1. Provide frontline leadership and supervision to squad members, including life coaches, violence interrupters and/or outreach workers.
2. Ensure proper and timely submission of all required data and reports to program leadership.
3. Serve as liaison between squad members and program leadership for any process or program improvement measures or feedback.
4. Monitor process for meeting Life Map Program and Barrier Buster needs.



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(4) Basic Qualifications

Basic qualifications of the position are as follows:

1. Must be a resident of Marion County with means of transportation around Marion County.
2. A background and understanding of the population served, having similar lived experience as the clients to be served.
3. Willing and able to navigate challenging neighborhoods, people, and families.
4. Having the passion and the patience necessary to serve hard to reach individuals and communities.
5. Knowledge of the dynamics of the city's violence problem.
6. Knowledge of the group and individuals who are driving most of the gun violence.
7. Administrative skills to enter data into a case management system, including writing case notes.
8. Willingness to learn and be trained in effective gun violence reduction strategies as well as professional development.

(5) Hours, Compensation, and Benefits

- This position is a full-time, salaried position of 40 hours per week, which may include evening and/or weekend work.
- Squad leaders will be provided office space, but a significant portion of the work will take place in the community, interacting with community members as described above.
- The initial compensation package includes an annual salary of \$58,800 (less taxes and other required deductions).
- The position will be offered benefits including health, dental and vision insurance. Any such benefits will be subject to the terms and conditions of the applicable policies and plan documents.
- IPSF observes all holidays applicable to the City of Indianapolis. However, given crime does not stop on holidays, the squad leader may be required to work if needed.