

**JOB TITLE:** GRASP Program Assistant/ Educational Specialist

**LOCATION(S):** Main Office – Metro Denver Partners, 701 S. Logan, #109, Denver, CO 80209  
GRASP Enterprises 3532 Franklin St. Suite L2 Denver, Co 80205

**JOB ASSIGNMENT:**

Overall assistance and coordination of the services of the GRASP (Gang Rescue and Support Project) Program. Responsibilities include: Conducting Thursday GRASP circle and participant follow-up; conduct school and community Joven Nobles circles; participation in presentations and outreach efforts; help with the coordination of tattoo removal services.

**WORK RELATIONSHIPS:** Supervised by the GRASP Program Director

**SPECIFIC DUTIES INCLUDE:**

- Conduct weekly Thursday GRASP circle.
- Recruit and outreach to courts, juvenile justice agencies partner schools and community agencies to increase enrollment at Thursday night group.
- Make follow-up phone calls to: referral agencies, program participants and parents.
- Maintain database, input demographic information and pre-and post-surveys for TGYS
- Assist with all GRASP outreach efforts including: presentations, community events and crisis intervention
- Conduct school and community Joven Nobles circles
- Maintain database, input demographic information and pre-and post-surveys for Joven Noble circles.
- Help coordinate tattoo removal program including: process referrals, (interviewing, assessment of eligibility; coordinate/track community service requirements); coordinate group appointments; check on treatment plans' progress and problem solve any obstacles, challenges, etc.
- Attend Metro Denver Partners (MDP) staff meetings, GRASP meetings and community outreach team meetings
- Other duties as assigned.

**Job Requirements:**

- High School Diploma or equivalent
- Minimum two years' experience working with at risk youth
- Undergo a comprehensive background check including fingerprinting and possess a good motor vehicle driving record
- Ability to have a flexible work schedule that includes evenings and weekend work
- Preferred proficient in Spanish both verbal and written
- Knowledge of community resources and neighborhoods and the ability to network and organize diverse grass-root stakeholders
- Ability to work both independently and in a team
- Experience with and knowledge of gang systems
- Knowledge of juvenile justice, youth development, quality youth intervention and treatment, and substance abuse treatment resources
- Effective public-speaking skills
- Willingness to work as a team member

**Compensation:**

Full-time position, with health, dental and life insurance. Salary \$33,000-\$35,000, depending on experience. To apply, please email a resume and cover letter to [jobs@graspyouth.org](mailto:jobs@graspyouth.org) These things are due by September 27, 2017 at 5pm, Mtn time. Please no phone calls or in person questions about this position.