

**Gang Alternatives Program (GAP)**  
**Job Description:**  
**CCU Community Service Worker**  
**2015–2016**

**Purpose**

The GAP position of Community Clean Up (CCU) Community Service Worker is intended to assist the Director of CCU, the Assistant Director of CCU, the CCU Managers, and the CCU Crew Supervisors in the completion of the community service operations of the CCU program in the assigned area(s) and to be accountable for its success.

**Specific Duties and Responsibilities**

The CCU Community Service Worker is expected to:

1. When needed, work with minimal supervision on community service projects as directed by the Director of CCU or his or her designee.
2. When needed, participate in the removal of graffiti and the clean up of identified property in the service area(s) as directed by CCU management and described by GAP Standard Operating Procedures (SOPs);
3. Supervise court referrals and volunteers directly in visual and physical proximity, keeping a professional and courteous relationship with them, showing no favoritism or prejudice;
4. Practice safety with regard to the general public, vehicles, materials, court referrals, volunteers, co-workers, and self;
5. Dress professionally and responsibly by
  - A. Keeping their required uniforms (as prescribed by the Director of Community Clean Up) clean and in good repair,
  - B. Wearing the required uniform every day all day on the job, and
  - C. Wearing work shoes with toe protection;
6. Prepare records and reports of services provided;
7. Maintain vehicles and equipment in good operating condition;
8. Report to the Assistant Director of CCU, the Director of CCU, and the Executive Director on progress and impact of the CCU Clean Up program in the community, graffiti abatement, and Bulky Items Pick Up (if participating);
9. Report immediately any and all accidents, incidents, and injuries in accordance with the GAP *Personnel Policies and Procedures Manual* and Safety SOP;
10. Serve as liaison between GAP and the community, representing GAP in a professional and courteous manner;
11. Assist other CCU Community Service Workers in the completion of their daily tasks;
12. Work on special projects as assigned, and complete all tasks as directed by the Assistant Director of CCU, the Director of CCU, and the Executive Director;

13. Comply with the recommendations of GAP's OCB Compliance Officer as indicated by the Director of Community Clean Up;
14. Be at work punctually and start work immediately at the assigned hour;
15. Take rest breaks and lunch periods as described in the current version of the *GAP Personnel Policy and Procedures Manual* and self-certify compliance on official time sheets;
16. Enforce GAP policies;
17. Help recruit support for GAP and its programs;
18. Assist the GAP Executive Director (GAP ED) in the work of the organization; and
19. Perform all other duties as assigned by the Assistant Director of CCU, the Director of CCU, and the GAP Executive Director.

## **Qualifications and Desired Skills**

To be considered for the GAP position of CCU Community Service Worker, the applicant should:

1. Be a high school graduate or GED (some college or vocational education preferred);
2. Have experience with graffiti abatement, community clean up, painting trades, beautification, or similar work experience;
3. Be able to read, speak, and write in English and use a computer to produce basic reports;
4. Have a valid CA drivers license and a clean DMV record;
5. Have reliable transportation, which means an operable CA registered and insured vehicle;
6. Be free of all associations with gangs, including appearance, dress, and demeanor;
7. Be able to pass a drug screen, a criminal history background check, and a pre-employment physical;
8. Speak and communicate in basic Spanish (recommended);
9. Be efficient; and
10. Be dependable.

## **Physical Requirements**

The job requires the ability to:

1. Stand, walk, and squat for periods of up to eight hours in length;
2. Bend and lift, including heavy loads (100 lb.);
3. Drive a vehicle in tight spaces, including using a manual shift and power lift mechanism and to operate powered machinery;
4. Open/close doors and windows, climb ladders, push gates, lift overhead doors, and open/close locks; use both hands and arms to operate power equipment safely; and handle bulky, foul items in a safe and secure manner; and
5. Manipulate large and small hand tools, powered tools, and other utensils as required.

## **Supervision Protocols**

While performing as the CCU Community Service Worker, the employee is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of GAP;
2. Under the overall authority of and directly supervised by the Director of Community Clean Up and his or her designee;

3. Responsible for supervising all assigned helpers and court referrals and for the effective operation of the program, including maintaining close verbal and physical proximity;
4. Expected to maintain the recommended supervision ratio of 1:8 or less for juveniles; that is one staff member for every eight or fewer juveniles with at least two staff members present at all times (For the protection of both the juveniles and the staff members, no staff member should permit himself or herself to be alone with any minor or group of minors during GAP sponsored activities.); and
5. Expected to maintain the recommended supervision ratio of 1:10 or less for adults. (For the protection of both the court referral and the staff members, no staff member shall be alone with a court referral of the opposite sex at any time.)

## **Orientation, Training, Certification, and Continued Education Provided**

To prepare an employee for the position of CCU Community Service Worker, GAP will offer the following educational opportunities. It is the duty of the employee to attend these sessions.

1. Orientation to GAP, its policies, benefits, and practices;
2. Orientation to the position of CCU Community Service Worker as provided on the job by the Assistant Director of CCU, the Director of CCU, and the Executive Director;
3. Safety Training and Monthly Safety meetings;
4. Sexual Harassment and Hostile Working Environment Training;
5. Workshops and seminars as directed by the GAP ED; and
6. GAP Employee Development Program.

## **Activity Locations**

While performing the duties of CCU Community Service Worker, the employee is limited to the following locations, unless expressly authorized in writing by the GAP ED to hold activities in another location.

1. The GAP Community Clean Up Program service area (Boyle Heights, Downtown Los Angeles, Hacienda Heights, Harbor City, Harbor Gateway, San Pedro, Rowland Heights, South LA, Watts, Unincorporated Whittier, UNTAG Areas, Wilmington, and the South County Flood Control District);
2. The GAP warehouses and GAP offices;
3. The Office of Community Beautification offices in downtown Los Angeles and the LA County Department of Public Works in Alhambra;
4. Public meetings and forums where assigned as a representative of GAP;
5. In transit between assigned locations during working hours;
6. All GAP sponsored activities.

## **Full Time Commitment and Compensation**

The position of CCU Community Service Worker is a full-time, hourly position. Certain duties of full-time employees are described in the current edition of the *GAP Personnel Policies and Procedures Manual*. These duties include, but are not limited to, the keeping of accurate time records; self-certification when in the field of rest breaks and lunch periods; immediate reporting of any injury, no

matter how small; reporting of any safety violation or concern; and reporting incidents involving accidents or damage to GAP property and vehicles. Work may be required on weekends and some evenings.

After the successful completion of the introductory period, CCU Crew Supervisors are eligible for the full menu of GAP-provided benefits as described in the current edition of the *GAP Personnel Policies and Procedures Manual*. These include life insurance, health insurance packages, paid time off, sick time, 403(b) participation, and other benefits as they are available.

Employees may opt out of certain GAP-provided benefits, but rejected benefits are not compensable if refused. Below

Due to the type of funding received by GAP, employment is offered based on availability of funds, and is reviewed prior to the end of the fiscal year. No guarantee of year to year employment is either expressed or implied by an offer to hire.

The salary range is as listed in the current compensation guidelines or current employment offer.