CLASS TITLE: Community Organizer - CAPS

CHARACTERISTICS OF THE CLASS: Under general supervision, the class works with a variety of community organizations and groups to develop the community’s capacity to participate effectively in CAPS and related neighborhood safety strategies; and performs related duties as required.

ESSENTIAL DUTIES: Develops and implements plans for recruiting and organizing community residents, including designing public action campaigns focusing on local problems; coordinates and conducts orientation workshops and seminars to integrate new participants into the diverse elements of the CAPS strategy; attends and participates in beat community meetings; facilitates problem solving between Police Department staff, city departments, community service providers and community residents, working to resolve identified problems and bring about change; and develops and maintains effective working relationships with community leaders.

RELATED DUTIES: Prepares and distributes informational brochures and pamphlets relating to program activities; and provides materials and supplies to assist communities in understanding and implementing the CAPS program.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor’s degree in the Social Sciences or related degree supplemented by one year of community organizing, community outreach, social service or community-based work experience, or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Good knowledge of departmental programs, services, policies and procedures. Good knowledge of community groups, neighborhood organizations and community-based resources. Good knowledge of the methods and practices used in public information and community outreach. Good knowledge of strategies used to identify and organize community groups.

ABILITY TO WORK EFFECTIVELY WITH COMMUNITY ORGANIZATIONS AND GROUPS. Ability to establish and
maintain working relationships with community residents. Ability to develop and implement CAPS programs that address the specific needs of each community. Ability to develop community resources.

Skill in the application of social and community service theories. Good human relations skills. Good organizational skills. Good oral and written communications skills.

**Working Conditions.** General office environment.

**Equipment.** Standard office equipment including personal computers.

**NOTE:** While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

July, 2002
City of Chicago
Department of Personnel
(Minimum Qualifications revised February, 2005)