



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Youth Program Specialist-VCC	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Valley Crisis Center	Travel Required:	Yes
Level/Salary Range:	\$17.60/hr	Position Type:	Full Time; 40 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Campus Coordinator		
Benefits:	12 Paid holidays, 128 hours Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision and Retirement Benefit Options.		

Applications Accepted By:

E-mail: denise@alliance4you.org Subject Line: Attention: Human Resources	Mail: Denise Conway Administration P.O. Box 2075 Mariposa, CA 95338
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Job Description

Role and Responsibilities

Responsible for the implementation healthy relationship programming for transitional aged youth 16-24, including training teachers, providers, and other adults on how to support young people in developing healthy relationship skills. As this is a collaborative project, this position is responsible for coordinating with project partners, including healthcare providers and schools. Bilingual (Spanish) and bicultural preferred. Must have a clean driving record and have had a driver's license for at least 5 years.

Prevention Education Duties:

- Assist with the design, implementation, evaluation and reporting on prevention efforts.
- Implement prevention strategies and efforts within the schools and in the community, including youth-led adolescent relationship abuse (ARA) awareness and prevention campaigns.
- Facilitate various educational groups and presentations involving children, youth, and adults.
- Develop training materials for different prevention efforts.

Direct Service:

- Provide trauma-informed Case Management to youth.
- Provide referrals to appropriate services for youth.
- Help youth create individual development plans.

Training:

- Create and implement training programs on healthy relationship skills and ARA to school staff, foster youth programs, and other providers/educators.

Other Duties:

- Other duties as assigned.





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- Collect and report necessary data.
- Coordinate with project partners to ensure objectives are met.
- Participates in staff and project meetings as scheduled.
- Adheres to Alliance values and mission statement.
- Represents the Alliance in the community in a professional and competent manner.

Qualifications and Education Requirements

Knowledge of:

- Domestic Violence and Sexual Assault Service Delivery
- Prevention Principles and Strategies
- Youth Development Strategies
- Computers and Software Programs (Word; Excel; Internet)
- Knowledge of the effects of childhood trauma.

Ability to:

- Communicate effectively orally and electronically in writing with individuals and groups from various age groups and backgrounds.
- Organize and prioritize tasks according to deadlines.
- Work effectively with limited supervision, high stress and rapidly changing situation and circumstances.
- Demonstrate sensitivity to the cultural, ethnic, age and socioeconomic diversity of the service population.

Education/Experience:

- High School Diploma/GED.
- Two years working with youth; Bachelor's preferred or equal life experience.
- Two years' experience working or volunteering within domestic violence, sexual assault or related field preferred.

Physical Requirements:

- Facility to sit at a desk, conference table or meeting rooms of various configurations for extended amounts of time.
- Facility to see read and distinguish instructional material, rules and policies and other printed matter.
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Facility to speak in audible tones so that others may understand clearly in normal conversations and on the telephone.
- Physical agility to lift and carry up to 20 pounds.
- Physical agility to push/pull, squat, twist and turn.
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments.
- Facility to drive a vehicle and have had a license for 5 years.





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Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a **valid driver's license for 5 years** and DMV clearance.

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	10/23/2015	Revised Job Description Date:	

*** Upon Hire, this will be signed and dated by the applicant. ***

Signature _____

Date _____

