

Alliance for Community Transformations

5176 Highway 140 P.O. Box 2075 Mariposa, CA 95338

Phone: (209) 742-6456 Fax: (209) 742-7456

Job Title:	Program Specialist I	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Mountain Crisis Services	Travel Required:	Yes
Level/Salary Range:	\$16.50/ hour	Position Type:	Full time; 40 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Program Coordinator		
Benefits:	12 Paid holidays, 128 hours Paid Time Off per year, Cafeteria Plan with Health, Dental, Life and Retirement Benefit Options.		

Applications Accepted By:

E-mail: denise@alliance4you.org

Subject Line:

“Attention: Human Resources”

Mail to: Denise Conway

Administration

P.O. Box 2075

Mariposa, CA 95338

Job Description

Role and Responsibilities

The Program Specialist I is responsible for the implementation of school and community-based prevention efforts, community outreach and education in Mariposa County. This position is based out of Mountain Crisis Services and acts as the prevention division of the program. Specifically, this person is responsible for coordinating the Delta Impact grant, which is a collaborative project with the California Partnership to End Domestic Violence, a state coalition, and is funded through the Centers for Disease Control.

Prevention Education Duties:

- Assist with the design, implementation, evaluation and reporting on prevention efforts.
- Implement prevention strategies and efforts within the schools and community.
- Facilitate various educational groups and presentations involving children, youth, and adults.
- Develop training materials for different prevention efforts.
- Work collaboratively with other Alliance prevention staff to achieve program objectives.
- Collaborate with state coalition staff, Delta Impact evaluator and CDC partners.
- Organize and track curriculum at schools.
- Organize evaluation efforts at schools.
- Attend prevention meetings, locally and statewide.

Outreach:

- Plan and implement awareness events for Teen Dating Awareness Month (February), Sexual Assault Awareness Month (April), and Domestic Violence Awareness Month (October), at a minimum.
- Assist with the coordination of fundraising efforts to benefit the agency.
- Represent MCS at community events as necessary.
- Participate in statewide prevention trainings.

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Crisis Intervention & Advocacy (10% or less of the position):

- Responds to victims of crime to reduce levels of trauma and provide support in a way that reflects the agencies mission, standards and values.
- Answers crisis line calls, assesses for services, proved referrals and complete necessary documentation.
- Responds to calls requesting and advocate from clients, law enforcement agencies, medical facilities and other social service providers when it is appropriate and safe to do so.
- Provides advocacy and accompaniment services for clients who request it and ensure that the appropriate releases have been signed.
- Maintains a professional demeanor when working with clients and community partners. Communicate with law enforcement or other agencies as needed for the purposes of securing services for the client and ensuring their safety.
- Provides emergency transportation when necessary and safe.
- Maintains the confidentiality of client information in files, conversations or obtained from written sources.
- Contacts the client in one or two days for the purposes of following-up, providing safety planning and going over available resources.
- Responds to crisis after hours and weekends through the crisis hotline or in person on a rotating on-call basis.

Other Duties:

- Other duties as assigned.
- Update Website and check Facebook pages, as requested by Program Directors.
- May be required to provide client assistance or supportive counseling in crisis situations.
- Participates in staff meetings as scheduled.
- Adheres to the Alliance values and both the program and agency's mission statement.
- Represents MCS 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
- Public Relations and/or Community Outreach
- Computers and Software Programs (Word; Excel; Internet)

Ability to:

- Communicate effectively orally and electronically in writing with individuals and groups from various age groups and backgrounds.
- Travel (some weekends and overnights) to trainings in and out of state.

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- 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 college courses in psychology, sociology, management, education or other related field; 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 I 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.

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. MCS adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

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

The values of the Alliance for Community Transformations are as follows:

Confidentiality & Safety
Equality & Respect
Empowerment
Personal & Professional Responsibility
Social Change Through Education & Advocacy
Sustaining Ourselves & Our Communities

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The 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:	9/4/2018	Revised Job Description Date:	

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

Signature

Date