



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

Job Title:	Program Specialist II	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	MCOE School Site	Travel Required:	Yes
Level/Salary Range:	\$17.94/hr.	Position Type:	Full time; 37.5 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Campus Coordinator/School Site Administrator		
Benefits:	Cafeteria Plan with Health, Vision, Dental, Life and Retirement Benefit Options; 120.08 hours of school vacation/sick days in coordination with school schedule.		
Applications Accepted By:			
E-mail: denise@alliance4you.org		Mail:	
Subject Line: Attention: Human Resources			
Job Description			
<u>Role and Responsibilities</u>			
Responsible for the implementation of school based crisis intervention and prevention efforts. Staff will be located at the Atwater Valley Community School site.			
<u>Crisis Intervention Duties:</u>			
<ul style="list-style-type: none"> Facilitate support groups for students effected by trauma. Provide appropriate crisis intervention for students on campus. Respond and provide advocacy for students facing bullying, teen dating violence, or human trafficking. Help students manage conflict. 			
<u>Prevention Education Duties:</u>			
<ul style="list-style-type: none"> Assist with the design, implementation, evaluation and reporting on prevention efforts. Implement prevention strategies and efforts within the schools both during the school day and during afterschool program. Facilitate various educational groups and presentations involving children, youth, and adults. Develop training materials for different prevention efforts. 			
<u>Outreach:</u>			
<ul style="list-style-type: none"> 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. Provide at least one guardian training for MCOE school site each year. 			
<u>Other Duties:</u>			
<ul style="list-style-type: none"> Other duties as assigned. Participates in staff meetings as scheduled. 			





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- 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
- 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 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 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:	7/28/2016	Revised Job Description Date:	

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

Signature

Date

