



# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, [www.alliance4community.org](http://www.alliance4community.org)

<b>Job Title:</b>	Youth Program Specialist II-VCC	<b>Job Category:</b>	Community
<b>Classification:</b>	Community Based Services	<b>WC Code #:</b>	8742
<b>Location:</b>	Valley Crisis Center	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$17.60/hr.	<b>Position Type:</b>	Part-Time; 80 hours per month
<b>HR Contact:</b>	Denise Conway	<b>Phone:</b>	(209) 742-6456
<b>Name:</b>		<b>Date of Hire:</b>	10/01/2018
<b>Immediate Supervisor:</b>	Campus Coordinator		
<b>Benefits:</b>	N/A		

**Applications Accepted By:**

<b>E-mail:</b> denise@alliance4you.org	<b>Mail:</b>
Subject Line: <b>Attention: Human Resources</b>	

**Job Description**

**Role and Responsibilities**

The Youth Program Specialist II will work directly with transitional youth ages 16-24 within the Merced Office of Education's *Empower Program*. The Youth Program Specialist I will facilitate the Healthy Relationship Program at *Empower* one week a month for 40 hours. For the remainder of the month the Youth Program Specialist I will work a total of 13 hours a week until they reach a total of 80 hours. This position will be responsible for the implementation healthy relationship programming. Bilingual (Spanish) and bicultural preferred.

**Assigned Tasks:**

- Prevention Education
  - Maintain, collect, and report necessary data in nFORM program.
  - Facilitate various educational groups and presentations involving youth.
  - Develop training materials for different prevention efforts, as needed.
- Direct Services
  - Provide trauma-informed Case Management to youth.
  - Provide referrals to appropriate services for youth.
  - Help youth create individual development plans.
- Other Duties
  - Other duties as assigned.
  - Collect and report necessary data.
  - Coordinate with Youth Program Specialist II 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.





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## 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:	9/12/2018	Revised Job Description Date:	9/18/18

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

