



# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

<b>Job Title:</b>	Prevention Aide	<b>Job Category:</b>	Community
<b>Classification:</b>	Community Based Services	<b>WC Code #:</b>	8810
<b>Location:</b>	Valley Crisis Center/Community College	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$14.00/hr.	<b>Position Type:</b>	Part Time Extra Help (approx. 7.5 hours/week)
<b>HR Contact:</b>	Denise Conway	<b>Phone:</b>	(209) 742-6456
<b>Name:</b>		<b>Date of Hire:</b>	
<b>Immediate Supervisor:</b>	Campus Coordinator/Prevention Specialist		
<b>Benefits:</b>	N/A		

**Applications Accepted By:**

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

**Job Description**

**Role and Responsibilities**

The Prevention Aide will support the Rape Prevention Specialist work plan. This position is a part Time Extra help position funded through January 31<sup>st</sup> 2017. The primary role of this position does not work directly with clients.

**Assigned Tasks:**

- Train/study in the area of primary prevention (if needed)
- Research real world examples of sexual violence in society, and examples of social changes taking place
  - Ex/ facebook advertiser's: <http://thinkprogress.org/health/2013/05/28/2064461/13-companies-drop-facebook-advertising-over-domestic-violence-content/>
- Sexual Violence Prevention Coalition
  - Compile a list of stakeholders to recruit for coalition meetings
  - Attend quarterly sexual violence prevention coalition meetings
  - Assist evaluating prevention coalition
- Peer Educator Program
  - Create marketing strategy and marketing materials
  - Recruit students to become peer educators
  - Assist with creating and updating peer educator training content
  - Help host monthly peer educator meetings
- Prevention Poster Campaign
  - Recruit students to be featured in the poster campaign
  - Help create prevention campaign poster





## ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

- Evaluate campaign awareness through social media (tracking re-tweets and re-posts)
- Presentations and Trainings
  - Provide class announcements, presentations, and host tabling activities
  - Help host peer educator trainings
- Curriculum Integration
  - Recruit staff members to participate in sexual violence prevention curriculum integration

### Qualifications and Education Requirements

#### Knowledge of:

- Office Equipment Operation (phone, fax, copier, etc.)
- General Administrative Principals
- Domestic Violence and Sexual Assault
- Computers and Software Programs (Word; Excel; Internet)

#### Ability to:

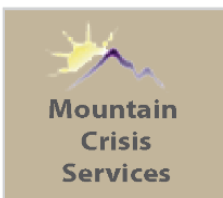
- Be accurate, reliable, punctual, well organized, careful and thorough
- Communicate effectively orally and electronically in writing
- Work effectively with limited supervision and work well with co-workers in a team atmosphere
- Shift gears to meet immediate needs and deadlines
- Prioritize work and exercise good judgment
- Demonstrate comfort and expertise in operating computers and other technology

#### Education/Experience:

- High School Diploma; Some college or vocational courses desirable
- Experience working in an office/outreach setting, conducting administrative tasks

#### Physical Requirements:

- Facility to see read and distinguish printed and handwritten documents
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Facility to constantly use hands and arms to input data into computer and use adding machine
- Ability to move boxes of files from one location to another; physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk and reach overhead
- Ability to sit for extended periods of time
- Must be able to concentrate for long periods of time
- 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





**ALLIANCE FOR COMMUNITY TRANSFORMATIONS**

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

**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 Alliance’s 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 at least 5 years and DMV clearance.
- Must complete mandated 40 hours Domestic Violence and Sexual Assault Training upon hire.
- Must complete First Aid/CPR Training upon hire.

***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:		Revised Job Description Date:	06/23/2017

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

