



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

Job Title:	Prevention Program Specialist II	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Ethos Youth Center	Travel Required:	Yes
Level/Salary Range:	\$18.13/hour	Position Type:	Full time; 40 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Ethos Program Director		
Benefits:	9 Paid holidays, 152 hours Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options.		

Applications Accepted By:

E-mail: applications@alliance4you.org
Subject Line: Ethos Prevention Specialist **Attention:** Human Resources

Job Description

Role and Responsibilities

The Prevention Program Specialist II is responsible for the implementation of school and community-based intimate partner violence and teen dating violence prevention efforts, community outreach and education in Mariposa County. This position is based out of Ethos Youth Center and acts as a portion of the prevention division of the program, focused on teaching skills that help prevent violence before it happens. Specifically, this person is responsible for coordinating the DELTA Impact grant, which is a collaborative project with the California Partnership to End Domestic Violence, the state domestic violence coalition, and is funded through the Centers for Disease Control.

Prevention Education & Community Outreach Duties:

- Assist with the design, implementation, evaluation and reporting on violence prevention efforts
- Implement prevention strategies and efforts, working in collaboration with local schools and community partners
- Facilitate various educational groups and presentations involving children, youth, and adults, adapting as needed
- Develop training materials for different prevention education and community outreach efforts
- Work collaboratively with other Alliance prevention staff to achieve program objectives
- Track and submit reports documenting the progress of prevention strategies, challenges, and successes.
- Collaborate with state coalition staff, DELTA Impact evaluator and CDC partners





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- Organize, track and implement curriculum at schools
- Organize, track and implement evaluation efforts at schools
- Attend prevention meetings, locally, statewide, and nationwide, virtually and in-person.
- Develop and sustain current and new community partnerships

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
- Represent Ethos at community outreach events as necessary
- Participate in statewide prevention trainings
- Stay updated on best practices related to the prevention of relationship violence and school-based prevention programming

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

- Respond to victims of crime, and their disclosures of abuse, in a trauma-informed manner to reduce levels of trauma and provide support in a way that reflects the agencies mission, standards and values
- Connect youth impacted by violence and abuse to local and confidential resources
- Respond to crisis situations, assesses for services, provide referrals and complete necessary documentation
- Educate school staff and other community partners on the warning signs of abuse and violence, informing them about available resources and services
- Responds to advocacy requests from clients, law enforcement agencies, schools, medical facilities and other service providers when it is appropriate and safe to do so
- Maintains a professional demeanor when working with clients and community partners
- Provides emergency transportation when necessary and safe
- Maintains the confidentiality of client information in files, conversations or obtained from written sources

Other Duties:

- Other duties as assigned
- Update Website and check Facebook pages, as requested by supervisor
- Participates in staff meetings
- Adheres to the Alliance values and both the program and agency's mission statement
- Represents Ethos in the community in a professional and competent manner





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Qualifications and Education Requirements

Knowledge of:

- Intimate Partner Violence and Teen Dating Violence Prevention
- 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
- 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, advocating for resources that are responsive to the needs of marginalized communities

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 a social services organization 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





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- 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. Alliance for Community Transformations 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, 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:	6/28/17	Revised Job Description Date:	6/25/20

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

Signature

Date

