



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

Job Title:	Program Specialist	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Valley Crisis Center	Travel Required:	Yes
Level/Salary Range:	\$18.13 per hour	Position Type:	Temporary; 32 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Campus and Prevention Program Coordinator		
Benefits:	This is non-benefited position other than what is required by state law.		

Applications Accepted By:

E-mail: applications@alliance4you.org
Subject Line: VCC Program Specialist

Job Description

Role and Responsibilities

This position will be responsible for assisting with the implementation of program activities, including the organization and facilitation of the Close to Home project in Planada, CA focusing on both youth and adults. This position will have some responsibility for direct services through after hours on-call duties. Bilingual (Spanish), bicultural, and resident of Planada preferred. Must have a clean driving record and have had a driver's license for at least 5 years.

The core purpose of Close to Home's community organizing approach is to set in motion the growth of a community network that can co-create actions for domestic and sexual violence prevention. A network does away with traditional delineations of leaders and followers, and create ways for an expansively growing group of people to work together, nimbly, and effectively. This position will work with youth organizers the majority of the time, but will coordinate and work closely with the program specialist for the adults. More information on Close to Home is available at www.c2home.org

Close to Home Responsibilities:

- Develop a working understanding of prevention strategies and protective factors
- Have a deep understanding of sexual violence and prevention of sexual violence
- Assist in the continuation in building and supporting a network of youth and adults passionate about preventing sexual violence in their community
- Assist in updating, as needed, a recruitment and retention plan for a minimum of 10 youth to participate in Close to Home 12-16 hours per month (3 hours per week)
- Assist in updating, as needed, a recruitment and retention plan for a minimum of 10 adults to participate in Close to Home 12-16 hours per month (3 hours per week)
- Assist with conducting youth and adult leadership training no less than one time per year, but more as needed
- Develop a deep understanding of the four phases of Close to Home: Assess, Talk, Build, Act. Assist in the implementation of each phase with the help of the Youth and Adult Program Specialists.





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- Engage in all Close to Home technical assistance and networking activities. This will include multiple two-day trainings out of town per year.
- Co-facilitate educational groups.
- Assist with promoting the project through social media and on-line forums, as well as support increased programmatic visibility due to social distancing.
- Assist with managing youth and adult scholarships
- Assist with the facilitation of weekly youth and adult meetings
- Assist with the facilitation of community participation, leadership, and ownership in collective decision-making process
- Participate in coalition meetings
- Work with the adult and youth program specialists to build an intergenerational team for the Close to Home project in Planada
- Build community relationships to find both traditional and non-traditional ways to support the Close to Home project
- Conduct evaluation including, but not limited to, monthly process tracking forms, monthly community outcomes tracking forms, yearly community impact surveys, and pre/post outcomes surveys for core program participants
- Work with adult and youth program specialists and supervisor to produce an annual report
- Annually, conduct an assessment to determine geographical area to conduct work and the targeted community
- Work a range of hours, including weekends and after 5PM as needed
- Work collaboratively with other VCC prevention staff to achieve program objectives
- Represent agency in the community in a professional and competent manner
- Provide direct referrals to VCC main site for domestic violence and sexual assault services

Crisis Intervention & Advocacy:

- Participate in the certified DV/SA training
- Provide crisis intervention on the hotline or in person to victims of domestic violence, sexual assault, and/or stalking victims on a rotating basis
- Other duties as assigned

Administrative Duties:

- Monitor program activities in order to ensure compliance with the program's funding sources
- Work with supervisor to track numbers, statistical information, and the outcomes of the program

Qualifications and Education Requirements

Knowledge of:

- Sexual assault and domestic violence
- Prevention education principles and strategies
- Peer counseling and crisis intervention techniques preferred
- Public relations and/or community outreach
- Computers and software programs (word, excel, internet)

Ability to:





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- Communicate effectively orally and electronically in writing with individuals and groups from various age groups and backgrounds
- Demonstrate competency with computer programs
- Must possess strong public speaking skills
- Organize and prioritize tasks according to deadlines and client needs
- Work effectively with limited supervision, high stress, and rapidly changing situations and circumstances
- Work a range of hours, including weekends and after 5PM as needed
- Demonstrate sensitivity to the cultural and ethnic diversity of the service population
- Proactively seek knowledge of the academic policy and procedures

Education/Experience:

- High school diploma/GED with two years of work or volunteer experience in the field of social services, some college preferred
- Experience in community organizing and facilitating trainings and presentations
- Experience with computers is a must

Physical Requirements:

- Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended amounts of time
- Facility to see, read, and understand instructional material, rules, policies and other printed material
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the phone
- Physical agility to lift and carry up to 25 pounds, and to bend, stoop, walk, and reach overhead
- Physical agility to push/pull, squat, twist, and turn
- Mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions, and to evaluate the results of those decisions

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.





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Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:		Revised Job Description Date:	

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

Signature

Date

