JOB DESCRIPTION

PREVENTION EDUCATION COORDINATOR

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel in this position.

SafeQuest Solano is an equal opportunity employer. We do not discriminate on the basis of race, color, religious creed, ancestry, national origin, age, sex, or gender (which includes gender identity, pregnancy, childbirth, or related medical conditions), marital status, sexual orientation, physical or mental disability, mental condition (as defined under California law), veteran status, family care status, taking or requesting statutorily protected leave, or any other basis protected by law.

REPORTS TO: Executive Director

JOB SUMMARY: The Prevention Education Coordinator is responsible for planning, developing, managing and facilitating SafeQuest Solano’s primary prevention education program. It is a multi-session program delivered throughout Solano County middle/high schools and youth service organizations. The program also delivers primary prevention training to educators, health and community agencies using the strategies of community engagement and community mobilization. The Coordinator will manage all data, reporting and activity tracking for grant compliance. This position also responds with back-up coverage for all victim services as assigned or necessary for the agency.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Develop and implement SafeQuest Solano’s primary prevention education program. This includes designing and implementing school-based curriculum, training presentations, and attending community meetings.
- Maintain accurate statistics and monthly reports.
- Assist with grant reporting and securing future funding for program.
- Design, develop and maintain all primary prevention and community education pamphlets as needed.
- Demonstrate a clear understanding of and commitment to primary prevention, community organizing, and community planning.
- Over time, develop proficiency in program evaluation and demonstrate that prevention strategies reduce risk factors and increase protective factors for first time perpetration/victimization.
- Identify, train and utilize student leaders to maximize agency community education/awareness coverage.
• Build, cultivate, and maintain relationships with Solano County schools and other agencies to assure ongoing program improvement, participation, and evaluation.
• Attend community and state trainings as assigned.
• Support agency events through attendance as appropriate.
• Act consistently with agency philosophy and expectations and help promote the same throughout the agency.
• Attend monthly staff meetings and update staff regarding prevention program and strategies.
• Provide backup coverage for all victim services as assigned.
• All other duties as assigned.

QUALIFICATIONS:

College degree in sociology, psychology, social work, or related human services field highly desired. At least two years’ experience in public speaking and training. Excellent verbal and written communication skills as well as editing, writing, typing, computer, communications and organizational skills. Knowledge of (or willingness to learn about) and sensitivity to issues of domestic violence and sexual assault.

• Certification in the 40-hour domestic violence counselor/advocate training required by the State of California AND the 40-hour sexual assault counselor training as required by the State of California.
• Must have valid CA driver’s license, clean DMV record, and reliable method of transportation to various worksites.
• Must have clear State and FBI criminal background check.
• Creative approach to teaching and peer education. Experience with public speaking.
• Commitment to diversity and culturally competent education and outreach.
• Strong written and verbal communication skills and ability to work with students, staff, and faculty.
• Strong planning and organizational skills.
• Sensitivity to victims’ issues and needs, including the ability to understand and follow all regulatory requirements regarding safety and confidentiality of clients.
• Has not been a resident of SafeQuest Solano, or any other domestic violence shelter, nor has been in a domestic violence relationship in the preceding twelve months.
• Ability to work under pressure, flexibility, and willingness to work some evenings and weekends as program demands.

SPECIAL ADA REQUIREMENTS:

SafeQuest Solano is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.
- For the purpose of the ADA, the “Responsibilities” and “Qualifications” are essential job functions.
- The work environment is primarily in office, schools, community or health agencies or related environment. The noise level is moderate.
- Both standing and sitting are required for extended periods of time.
- Vision for near and far distance and ability to hear average or normal conversations and receive ordinary information are needed. Have to have ability to receive and convey detailed and/or important instructions or ideas accurately, audibility, and quickly on the telephone and in person.
- Manual dexterity required and able to use wrists, hands and/or fingers in repetitive motion. Prepare and/or review documents and communications on computer, on paper, in files.

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