

THE WILLOW DOMESTIC VIOLENCE CENTER*"Restoring the Health and Safety of Victims of Family and Domestic Violence"*

Youth Prevention Coordinator
POSITION RESPONSIBILITIES

A Willow Domestic Violence Center position focused on providing educational outreach, information, and training, and developing and executing collaborative education opportunities in line with the requirements of the Department of Children and Families (DCF) grant. All services will be delivered in a positive environment focused on participant empowerment, collaboration, and communication.

FLSA CLASSIFICATION: Non-Exempt (Hourly)
Reports to Transitional Housing Program Manager

ESSENTIAL FUNCTIONS:
Policy and Program Development 60%

- A. Provide engaging, trauma-informed prevention education to middle school, high school, college, and community audiences.
- B. Participate in ongoing review of training curriculum and program development around topics, including but not limited to, healthy relationships, consent, boundaries, dating and domestic violence, stalking, and human trafficking.
- C. Provide education on healthy families and relationships to youth and adult influencers in Douglas, Jefferson, and Franklin Counties.
- D. Confer with Prevention Education Coordinator and respective program coordinators to ensure that program components run smoothly and all information is up to date.
- E. Complete and maintain all program-related documentation, files, and logs in compliance with grant requirements.
- F. Participate in grant project monitoring, evaluation, and determining results by monitoring program goal progress and overall program functionality.
- G. Deliver engagement services to community partners and potential referrals, as needed.

TEAMWORK & COMMUNICATION 30%

- A. Collaborate with team members to ensure a positive cultural environment in which communication, teamwork, empowerment, and program integrity are assured.
- B. Provide direct and appropriate communication to fellow staff, community partners, and DCF to ensure program needs are met in a timely manner.
- C. Communicate, as needed, with the local DCF office staff in a timely, collaborative, and cooperative manner.
- D. Develop and maintain respectful relationships with appropriate community partners.
- E. Work with team members to ensure all tabling events are covered primarily by the External Affairs team.

EDUCATION & EMPOWERMENT 10%

- A. Submit proposals and documentation to the supervisor by deadlines and upon request.
- B. Deliver services in a culture and environment of survivor and personal empowerment.
- C. Deliver services in a manner respectful of cultural competency and compliant with ADA standards.

QUALIFICATIONS, SKILLS, and ABILITIES:

- Bachelor's degree in education, community health, or related field, or equivalent experience.
- Minimum one year of experience in human services and/or not-for-profit organization.
- Knowledge of and sensitivity to domestic violence issues and trends preferred.
- Excellent presentation skills and the ability to facilitate curricula for diverse demographics and ages.
- Ability to work independently and be a self-starter.
- Proven track record of meeting goals, including reaching recruitment or other quotas.
- Knowledge of service area resources preferred.
- Knowledge of computer programs, including Word, Excel, and Google Apps.
- Experience working with diverse people and groups.
- Experience in maintaining personal/professional boundaries.
- Excellent oral, written, and interpersonal communication skills.
- Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.
- Manage and resolve conflicts between stakeholders.
- Manage stress constructively.
- Express commitment to empowerment philosophy.
- Possess a valid Kansas driver's license, access to reliable transportation, & proof of current liability insurance.
- The position requires evening and weekend availability, as well as regular travel throughout the service area.
- Education experience preferred.
- Bilingual abilities (verbal and written) in Spanish are a plus.

PHYSICAL DEMANDS:

- Convey detailed and/or important instructions or ideas accurately, audibly, and quickly.
- Hear average or normal conversations and receive ordinary information.
- Manual dexterity and able to use wrists, hands, and/or fingers in repetitive motion.
- Prepare and/or inspect documents and communications on a computer or on paper.
- Sitting for extended periods of time.
- Be able to lift and move tabling items up to 20 lbs.

The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, requirements may be modified to accommodate disabled individuals reasonably. An individual seeking an accommodation should contact the Executive Director. However, no accommodations will be made that may pose serious health or safety risks to the employee or others or that impose undue hardships on the organization.

Wages are determined by the scope of the position and the incumbent's experience. Information on wages and any available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to, and do not, create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law. As stated in The Willow's Personnel Policies—"All newly hired staff will be on probationary status during the first 6 months of employment or until the initial evaluation is completed and permanent status is recommended."

I, the Youth Prevention Coordinator (Full-Time), am responsible for actively working toward and documenting all grant objectives associated with this position. Many of those responsibilities are outlined in the above “Essential Functions.” Still, I understand that my supervisor will review the specific grant goals tied to this position’s funding, as well as the position’s specific Outcomes and Expectations (individual documents), as part of the ongoing employment process.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date