

JOB DESCRIPTION

Position Title: Prevention & Community Engagement Specialist (Bilingual)
Department: Prevention, Education, & Advocacy Services Wages: \$18.03/hr (\$37,500/yr) starting
Reports To: Prevention, Education, & Advocacy Services Director Category: Full-time
Status: Non-Exempt Location: East County Office in El Cajon
Hrs/Schedule: Generally Mon - Fri, 8:30a-5:30p 40hrs/wk; some weekend and evening hours required.

CCS Summary: *Since 1969, Center for Community Solutions (CCS) has been creating safe and healthy communities with a core emphasis on the prevention and intervention of sexual assault and relationship violence. Our mission is to end relationship and sexual violence by being a catalyst for caring communities and social justice. **CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.***

Position Summary: Responsible for developing, implementing, and evaluating CCS' community driven, culturally humble, evidence-based, sexual violence and intimate partner violence prevention and community engagement programs serving the Northern Inland, Eastern, and Central regions of San Diego County. The Prevention & Community Engagement Specialist works as part of a team to implement and evaluate a comprehensive plan based on the principles of effective prevention programs through building individual knowledge and skills and mobilizing the community to decrease the social and cultural norms that perpetuate violence. Support the organization and implementation of strategic community outreach to underserved populations throughout San Diego County. This position requires establishing and maintaining partnerships with co-workers, professionals, schools, and community groups.

Essential Job Functions

1. *Prevention and Community Engagement*

- Achieve and maintain expertise in designing, implementing, and evaluating culturally humble, evidence-based, community-responsive prevention, education, and community engagement programs in the areas of sexual assault, intimate partner violence, consent, healthy relationships, and bystander engagement.
- Research, develop, and evaluate training units, training materials, PowerPoint presentations, experiential exercises, and practical application tools that are culturally and developmentally appropriate for each audience being served.
- Create and deliver community outreach and educational presentations, workshops, and trainings in the community, in both English and Spanish, serving the community regions of San Diego County, according to CCS standards, in compliance with funder requirements, and to fulfill community needs.
- Develop a work plan that meets or exceeds the training, education, and community outreach scopes of work.
- Work to eliminate barriers to service and knowledge, particularly for individuals from historically oppressed communities; strive to implement effective ways to reach and serve underserved populations.
- In cooperation with CCS leaders, provide training and technical assistance to CCS staff to help them develop community engagement tools, sexual assault and intimate partner violence education, and professional presentations for use in their role as community consultants.
- Attend trainings as needed for grant compliance and/or program development.

2. *Documentation and Administration*

- Document and analyze presentations, outreach efforts, and community collaborative meetings in Efforts to Outcomes database in accordance with CCS policies and review monthly report of activities with Prevention, Education, and Advocacy Services Director.
- Provide progress and program evaluation reports, as well as oversee quality improvement, in accordance with CCS and funder requirements.
- Accurately document time worked using designated time-keeping program, and submit required personnel and departmental paperwork (e.g., mileage reimbursement) according to agency standards and due dates.

3. *Teamwork and Community Relations*

- Establish and maintain positive relations to support, enrich, and expand CCS' efforts, including fostering and sustaining partnerships with schools, parent groups, universities, law enforcement, probation, businesses, funding sources, and community partners.
- Represent CCS in a variety of community meetings including, but not limited to, the San Diego Domestic Violence Council and Teen Relationship Violence Committee, to promote relationship and sexual violence prevention efforts and raise CCS' profile in the community.
- Work as a team with all other CCS departments to coordinate outreach services when needed. Participate in cross-training and team collaboration efforts as necessary.
- Participate actively in Prevention, Education, and Advocacy Services meetings, funding specific meetings, and supervision meetings.
- Provide trauma-informed service to all clients, in an atmosphere of empathy, safety, and support.
- Represent CCS to the public and media when requested.
- Carry out other projects/tasks as necessary to ensure program and organizational success.

4. *Prevention Efforts through Social Media*

- In collaboration with CCS' Social Media Committee, ensure a cohesive social media identity by researching and creating messages, tasks, and activities across all platforms that support funding efforts and CCS' mission.
- Propose creative strategies for the implementation of social media programs that ensure appropriate messaging regarding the prevention of sexual and relationship violence, aimed at diverse audiences.
- Plan, coordinate, and prepare social media campaigns, in coordination with awareness campaigns.
- Maintain knowledge of social media trends, related to the prevention of sexual and relationship violence, and the promotion of healthy relationships.

5. *Upholding Program Standards*

- Promote the safety and well-being of clients by modeling and encouraging healthy communication, safety-focused decision-making, and acceptance of diversity.
- Meet agency standards in regards to professionalism, safety, and service delivery when interacting with clients, community members, agency staff, and the general public.
- Ensure ongoing familiarization with all CCS programs and services, including eligibility requirements, in order to answer basic questions and refer clients accurately.
- Work as a team with all other CCS departments to provide comprehensive client services when needed. Participate in cross-training and team collaboration efforts as necessary.
- Maintain client confidentiality by protecting client information and ensuring that appropriate paperwork is understood and completed by clients (e.g. consent for services forms and release of information forms when collaborating with other programs/entities). Adhere to agency policies and protocols related to the security of electronic client service records.
- Follow agency protocol for maintaining timekeeping records in required formats. Submit timesheets and personnel and departmental paperwork (e.g., check requisitions) according to agency standards and due dates.

Essential Job Requirements

EDUCATION

- Minimum Bachelor's degree in public health, education, or related field, or equivalent combination of education and experience.

EXPERIENCE

- Minimum of two (2) years' experience training individuals and/or groups, and community outreach.
- Experience engaging boys/men in the prevention of intimate partner and sexual violence.

REQUIRED SKILLS, KNOWLEDGE, SPECIALIZED TRAINING

- Knowledge of evidence-based public health, intimate partner violence, and sexual violence prevention.
- Knowledge of individual, social, and relational dynamics relative to intimate partner violence and sexual violence.
- Excellent public relations, public speaking, and community development skills.

- Knowledge and practice in training and facilitation techniques, and an understanding of interactive training approaches.
- Fluency in English and Spanish (oral and written).
- Must demonstrate an acceptance and respect for cultural diversity in all its forms, including ethnicity, sexual orientation, abilities, and religious backgrounds.
- Skilled at the development of compelling curriculum that can be adapted to various cultural groups.
- Ability to take initiative, prioritize tasks, manage time, and complete multiple projects in a fast-paced, changing environment with minimal supervision.
- Strong teamwork skills and ability to build rapport and connect with individuals at all levels, both inside and outside the organization.
- Proficient oral and written communication skills.
- Computer competency, including Word, Excel, Outlook, Publisher, and PowerPoint, as well as internet and online journal research. Comfort in computer network environment.
- Social media competency, including Facebook, Instagram, Snapchat, YouTube, and blogs.
- Completion of CCS' California Office of Emergency Services-certified Domestic Violence/Sexual Assault Crisis Intervention Training required (or must be completed upon hiring). Establish and maintain "Domestic Violence and Sexual Assault Crisis Counselor" status as defined by California Evidence and Penal Codes and maintain current knowledge of crisis intervention by attending and providing documentation of ongoing trainings as directed.

PREFERRED SKILLS & QUALIFICATIONS

- Master's degree in public health, education, or related field, or equivalent combination of education and experience.
- Knowledge of evidence-based public health, intimate partner violence, and sexual violence prevention methods, models, and theories and ability to contribute to institutional knowledge on the subject.
- Experience with developing and enhancing community collaborations.

PERSONAL CHARACTERISTICS

- Commitment to CCS' mission, vision, and values.
- Flexibility and self-direction to be able to prioritize and balance multiple projects with good humor and minimal supervision.

PRE-EMPLOYMENT REQUIREMENTS

- Department of Justice FBI-level Live Scan criminal background check.
- Clean DMV record. Access to reliable transportation available for job-related duties, valid driver's license, and proof of automobile insurance.
- Negative drug-screen test.
- TB test showing negative for infectious tuberculosis.
- Must maintain personal cell phone for work-related purposes.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Ability to drive personal vehicle for long periods to serve worksites in various locations of San Diego County.
- Ability to sit and stand for prolonged periods.
- Ability to work in intimate partner violence, sexual assault, and stalking fields, which inherently create safety concerns at times.
- Ability to lift and carry up to 20 pounds.
- Schedule requires flexibility and adjustment for some weekend and evening training commitments.

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The information presented indicates the general nature and level of work expected of employees in this category. It is not designated to contain, nor to be interpreted as, a comprehensive inventor of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Changes or modifications can be made, with the agreement of the CEO or designee, at any time to the above.

TO APPLY: Send cover letter and resume to Alejandra Aguilar, Prevention, Education, & Advocacy Services Director, at email: aaguilar@ccssd.org.