



## **Position: Youth Prevention Coordinator**

**Status:** Non-Exempt- Full Time/Year-Round

**Supervisor:** Director of Prevention & Education

### **Job Description:**

The Youth Prevention Coordinator will work with local youth, promoting sexual violence prevention and healthy relationship education, as well as promoting resilience factors. Using evidence-based education material and tools from One Love Foundation, The CDC and DHHS, The Youth Prevention Coordinator will develop and facilitate approachable, safe and effective youth programs. The Youth Prevention Coordinator will collaborate with the Grand and San Juan County School Districts, BEACON Afterschool programs, local non-profits and more to reach local, at-risk youth.

### **Expectations and Responsibilities:**

Report to the Director of Prevention and Education. The Youth Prevention Coordinator is responsible for the following functional areas and associated duties including, but not limited to:

#### **General**

- Lead and manage all TANF-SVP funded program development.
- Provides support to all prevention education participants, including strategic planning with youth leaders or ambassadors, if applicable.
- Attend and participate in regularly scheduled Prevention Department and general staff meetings.
- May need to work evenings to accommodate after-school programming

#### **Education**

- Maintain regular training for self to ensure prevention and education material provided is up to date, sound, and incorporates best practices.
- Diligently review and incorporate Justice, Equity, Diversity and Inclusion priorities into training and collaborations.
- Identify, coordinate, and/or lead training opportunities for local youth; ensure programming is dynamic, meaningful and effective.

**Community Outreach**

- Maintain relationships with local teachers, school administrators, non-profit representatives, etc. to promote collaboration, education and prevention programming.
- Provide resources to youth attendees and/or their parents that will help to address client needs.
- Attend local events and resource fairs to increase public awareness of Seekhaven.

**Essential Functions**

- Ability to communicate effectively, provide conflict resolution, problem solve and crisis management. Excellent ability to assess and intervene with appropriate and effective intervention.
- Relate positively to persons who are diverse in age, ethnicity, socioeconomic levels, beliefs and lifestyles.
- Ability to read, interpret, and communicate on documents such as safety rules, procedure manuals, and regulations.
- Ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the community.
- Effectively listen to and understand information and ideas as presented verbally; Ability to interpret a variety of instructions in various forms.

**Grant and Contract Compliance**

- Maintain grant contract compliance and participate in required training.
- Collect output statistics for grant reports, including TANF-SVP pre and post surveys from program participants

**Required Skills and Background:**

- Bachelor's degree in business, human resources, social services or related field, or 2 years related work or personal experience.
- Strong computer skills in Excel, Word, Internet, G-Suite; QuickBooks experience preferred
- Demonstrated knowledge of grants, grant reporting, and grant administration.
- Must have experience working with highly vulnerable populations including but not limited to those with substance abuse issues, mental health concerns, and chronic illnesses.

- Ability to communicate effectively, provide conflict resolution, problem solve, and manage crisis. Excellent ability to assess and intervene with appropriate and effective intervention.
- Possess leadership and supervisory skills and be able to direct, supervise, train, and assess staff members.
- Must complete the Domestic Violence Competency Training provided by UDVC within six months of hire.
- Maintain current CPR and First Aid certification.
- Must pass a criminal background check.
- Must be at Least 18 years of age.
- Have a valid Driver's License.
- Demonstrate professionalism by balancing both the quantity and quality of work.
- Consistently promote wellness and support to both clients and other staff members by demonstrating dependability, initiative, ethical judgment and collaboration.

### **Training**

- 40-hour Core Advocacy Training within one year of employment
- 40-hour Sexual Assault Counselor Training within one year of employment
- One Love Educator Training (I) and (II) and any planned programs (ie. Couplets)
- A minimum of 16 hours of domestic violence and Sexual Violence training annually for continued education.
- Acquire and maintain CPR, First Aid Certification.
- Any additional training as required by Seekhaven

### **Physical Demands:**

- Must be able to move across Seekhaven's campus as well as travel to off-site locations, when needed.
- Must be able to lift up to 25 pounds
- Must be able to work in a high paced environment with many distractions

**Emotional Demands:**

- Must be able to professionally regulate oneself when listening to disclosures of physical and sexual violence, emotional and economic abuse, child abuse, drug use and suicidality; Must provide compassion, validation and support to clients in crisis.
- Must be able to set and maintain emotional boundaries with clients, avoiding attachments and ensuring that these relationships are professional, client-led, and consistent with agency standards.
- Must be able to practice self care and leverage supportive resources offered within the agency or elsewhere.
- Must be able to regulate oneself while both providing and receiving constructive criticism; must demonstrate adaptability to achieve Seekhaven's mission, promote a healthy work environment and support victims of abuse and violence.

