



Position Description

Position Title: Prevention Coordinator	Supervisor: Director of Community Engagement
Department: Engagement	Full- or Part-Time: Full-Time
FLSA Status: Overtime Non-Exempt	Starting Salary: \$25/hour
Position Code:	Revision Date: February 2020

Position Summary

The Prevention Coordinator has primary responsibility for the development, implementation, maintenance, and assessment of Safe Passage’s prevention initiative, Say Something. The Prevention Coordinator works under the direction of the Director of Community Engagement to develop, implement, evaluate, and continuously improve all aspects of prevention programming. The Prevention Coordinator ensures all staff implementing prevention programming are appropriately trained and supported in their activities and manages the administrative aspects of program coordination.

The Prevention Coordinator is also responsible for coordinating all aspects of youth prevention programming, focusing on supporting youth in Hampshire County to build skills to support healthy relationships and preventing interpersonal violence, with a specific focus on LGBTQ+ youth. The Prevention Coordinator is responsible for providing support and supervision to the Youth Prevention Specialist and managing collaborator relationships integral to the success of youth prevention programming.

As part of the Community Engagement Department, the Prevention Coordinator has additional responsibilities of providing outreach, training, and contributing to agency-wide communication strategies and content.

Essential Functions

Programs & Associated Services

- Develop, plan, implement, and evaluate Safe Passage’s prevention programs and services.
- Work collaboratively with partner organizations and key stakeholders involved in youth prevention programming to provide opportunities for youth leadership development, and engage students in activities that will support positive youth development and increase healthy relationships.

- Foster strong collaborations with referral networks to support participants engaged in prevention programming.
- Coordinate and provide training to program staff, partner organizations and community stakeholders, as needed.
- Work cooperatively with the Youth Prevention Specialist, Director of Community Engagement, and other members of the Safe Passage staff to ensure programmatic development and implementation that is in alignment with Safe Passage principles of trauma-informed care, confidentiality, empowerment, and cultural competency.
- Provide warm referrals for program participants, as needed.
- Ensure the implementation of Safe Passage policies and procedures.

Community Engagement

The Prevention Coordinator is a member of the Community Engagement Department. As part of a team effort, all staff in this department share the following responsibilities:

- Supervise and support of engagement volunteers and interns.
- Contribute to the creation of communications messaging in accordance with the agency communications plan and strategy.
- Conduct prevention programming in alignment with Safe Passage's strategic plan, social justice and empowerment-based approach, and professional best practice, including facilitating Say Something LABs and trainings.
- Build relationships in the community and conduct outreach, education, and training for internal and external stakeholders/collaborators/partners in accordance with the agency outreach plan and strategy.
- Support the presence of survivors in community settings by: Modeling healthy boundaries and skills of emotion regulation; Articulating boundaries of what you can do within your role and provide warm referrals, within Safe Passage and externally; Maintaining personal boundaries in the community and on social media that consistently affirm the reality of Safe Passage confidentiality; Responding to disclosures and discussion of interpersonal violence with professional best practice one-on-one and in group settings.

Program Administration

- Oversee the collection and maintenance of records, program evaluation and reporting purposes in accordance with Safe Passage's confidentiality and privacy policies.
- Contribute to program development, grant application content, and grant reporting to ensure the continuation of programs and services.
- Prepare reports for management, board, and funders regarding program performance.
- Collaborate with other staff to ensure consistency of program standards and agency policy compliance across the agency.
- At the direction of senior management, onboard, supervise, coach, and evaluate program staff including the establishment and maintenance of a performance management process.

Work Hours

This position is 35 hours per week, generally M-F, 9-5. Occasional evening and weekend commitments will be required.

Years of Experience: Minimum two years' experience coordinating programs, providing community education, providing counseling, and/or crisis intervention.

Knowledge, Skills & Abilities:

Required

- Knowledge of domestic and sexual violence.
- Commitment to equality and social justice.
- Demonstrated cultural competence and commitment to supporting LGBTQ+ youth and/or survivors of domestic violence and relationship abuse.
- Demonstrated knowledge of, commitment to, and/or experience working with marginalized and underserved populations.
- Experience working in a diverse, multicultural workforce.
- Experience providing counseling, advocacy, and/or community education and outreach in domestic violence or related issues.
- Excellent facilitation and/or public speaking skills. Experience with facilitation of various sizes of groups and/or events management
- Experience with providing staff supervision and support.
- Experience with curriculum and training content generation.
- Knowledge and understanding of the various micro, mezzo, and macro level issues affecting youth.
- Ability to advocate effectively on behalf of youth using a multicultural empowerment model
- Knowledge of community resources, including basic needs, housing, education, school systems, early Intervention, community mental health and culturally-specific services.
- Demonstrated success in personally building, developing, and retaining strong, positive relationships with staff, schools, organizational partners, and youth.
- Demonstrated efficiency in problem solving and critical thinking skills.
- Excellent time management skills, attention to detail, judgment, and ability to prioritize and manage multiple tasks.
- Strong administrative and organizational skills. This should include comfort with Microsoft Word, Excel, and Google products to plan, track, and communicate.
- Ability to work independently as well as collaboratively with other staff.
- Excellent interpersonal, written and verbal communication skills.
- Ability to represent Safe Passage in a professional and exceptional manner.

Preferred

- Bilingual skills (Spanish and English).

Tools & Technology Requirements: High level of proficiency and comfort utilizing and troubleshooting technology, including but not limited to website and social media, databases, and cloud-storage programs.

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of domestic violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Our Mission

Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse.

We support survivors and their families.

We engage our community.

We advocate for systemic change.

Expectations of all employees

In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage's mission and principles of diversity and inclusion.
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders.
- Perform quality work within deadlines.
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

For more information about Safe Passage and domestic violence, visit our website at www.safepass.org.

Benefits

Safe Passage is a supportive, collaborative workplace that fosters growth in its employees, both personally and professionally. We are advocates for self-care and work-life balance, and our compensation package reflects this. Full-time employees receive 15 days of accrued vacation for the first year, and 20 days in the second year of employment. We additionally provide three personal days, and ample holiday and sick time. Benefits are consistent with Safe Passage's personnel policies and relevant state and federal laws.

Application Instructions

Apply: Send cover letter and resume to sjobs@safepass.org with the subject line of "Prevention Coordinator." Applications will be prioritized through March 8, and on a rolling basis thereafter until the position is filled.

Estimate of Physical, Environmental and Cognitive Requirements				
Physical / Environmental Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Lifting under 40 lbs.	X			
Lifting over 40 lbs.	X			
Dusty Environment	X			
Cramped Quarters	X			
Using Oil or Chemicals	X			
Standing		X		
Climbing Ladders	X			
Uneven Surfaces	X			
Exposure to Fumes/ Orders	X			
Exposure to Heat / Cold Temps	X			
Working Inside and Outside	X			
Climbing Stairs	X			
Sedentary Work				X
Typing / Data Entry/ Computer			X	
Stooping	X			
Driving	X			
Walking	X			
Walk on Wet, Uneven, Slippery Surfaces	X			
Potential Exposure to Infectious Diseases	X			
Protective Equipment Required	X			
Phone Communications			X	

Bending	X			
Twisting Neck	X			
Bending at Waist	X			
Crawling	X			
Working in Confined Space	X			
Simple hand grasping 1 or both hands	X			
Fine manipulation 1 hand	X			
Fine manipulation both hands	X			
Repetitive Movement: Hand, Arms	X			
Reaching below shoulder height	X			
Reaching above shoulder height	X			
Repetitive movement: foot	X			
Kneeling	X			
Hearing			X	
Operating Moving Equipment (Fork Lift, Tractors, Movers, etc.)	X			
Reaching/Pulling/Pushing	X			
Acuity, Far – Clarity of vision at 20 feet or more		X		
Acuity, Near – Clarity of vision at 20 inches or less		X		
Depth Perception – Three-dimensional vision. Ability to judge distances and space relationships.	X			

Physical / Environmental Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.	X			
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.	X			
Color Vision – Ability to identify and distinguish colors.	X			
Cognitive Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Communications Oral				X
Communication Written			X	
Mechanical Concepts	X			
Interpreting Skills	X			
Implementing			X	
Evaluating		X		
Organizing			X	
Consulting	X			
Analyzing		X		
Presenting		X		
Supervising		X		
Ability to Deal With:				
● Stressful situations		X		

● Trauma, grief, death			X	
● Public Contact				X
Decision Making			X	
Work with Others			X	
Work Alone			X	
Concentration			X	
Comprehend and follow instructions			X	
Relate to Others			X	
Influence Others			X	
Perform complex or varied tasks		X		