



Youth Prevention Specialist

Position Title: Youth Prevention Specialist	Supervisor: Prevention Manager
Department: Engagement	Full- or Part-Time: Part-Time
FLSA Status: Non-Exempt	Starting Salary: \$22/hour
UFR Code:	Revision Date: November 2022

Position Summary

The Youth Prevention Specialist has primary responsibility for the development, implementation, maintenance, and assessment of youth prevention programming conducted by Safe Passage. The Youth Prevention Specialist works under the direction of the Prevention Manager and in collaboration with the Director of Community Engagement, to implement, track, evaluate, and generate reports of youth prevention programming. This programming supports youth in Hampshire County to build healthy relationship skills and prevent interpersonal violence, with specific focus on LGBTQ+ youth.

The Youth Prevention Specialist has regular hours on-site at local high schools to deliver on-going prevention programming and relationship building with students and faculty. In collaboration with program partners, the Youth Prevention Specialist is responsible for stewarding a warm referral system to support youth and conducting youth leadership development programming. As part of the Community Engagement Department, the Youth Prevention Specialist has additional responsibilities of contributing to agency-wide communication and outreach strategies as it relates to their area of expertise and responsibility.

Essential Responsibilities

Youth Prevention Programming

- Propose, plan, implement, and maintain Safe Passage’s prevention programming and services to youth, school faculty, and engaged parents/caregivers.
- Contribute to evaluation and continuous quality improvement efforts regarding youth prevention programming.
- Work collaboratively with partner organizations 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 youth, faculty, and parents/caregivers engaged in prevention programming.
- In collaboration with partner organizations and Engagement staff, coordinate and provide training and support to school faculty and parents/caregivers.

- Act as on-campus school resource for LGBTQ+ youth and survivors of domestic violence/relationship abuse, and provide warm referrals for youth as needed.
- Work collaboratively with the Prevention Manager, 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.

Community Engagement

The Prevention Youth Specialist is a member of the Community Engagement Department. As part of a team effort, all staff in this department contribute to external agency communications, build community relationships, conduct outreach and prevention programming, and support volunteers and interns as related to their area of expertise and in alignment with the agency's strategic plan. All Engagement Department team members are also expected to 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

- Participate in staff meetings, supervision, team meetings as directed by supervisor.
- Participate in clinical supervision meetings as directed by supervisor.
- Participate in coalition meetings, task forces, and committees, as directed by supervisor.
- Maintain appropriate files, records, documentation, and statistics
- Ensure the implementation of Safe Passage policies and procedures.
- Contribute to reports and information as needed for reporting to funders, board of directors, and others.
- Participate in the development and implementation of department and agency planning, strategy, and evaluation.
- Help to create a positive working environment for staff and volunteers.
- Contribute to developing policies and protocol, as relevant to area of expertise.
- Maintain absolute confidentiality of information, written or verbal, according to Safe Passage policy and legal requirements.

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.

Work Hours
<p>This is a 20 hour a week non-exempt position with a hybrid on-site/remote schedule. Flexible but relatively predictable schedule that includes most work hours on weekdays between 9am and 5pm, as well as some evenings and weekends as job duties demand.</p>
Hiring Requirements
<p>Education:</p> <ul style="list-style-type: none"> • Bachelor’s in social work, sexuality/health education/prevention, or similar field; or • Non-traditional educational pathways and commensurate life/work experience
<p>Years of Experience:</p> <p>Minimum two years’ experience coordinating programs for youth, providing community education, providing counseling, and/or crisis intervention.</p>
<p>Knowledge, Skills & Abilities:</p> <p><i>Required</i></p> <ul style="list-style-type: none"> • 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 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. • Ability to engage youth using and model Positive Youth Development values. • 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.

<ul style="list-style-type: none"> • Ability to represent Safe Passage in a professional and exceptional manner. <p><i>Preferred</i></p> <ul style="list-style-type: none"> • Bilingual skills (Spanish and English)
Tools & Technology
<p>Tools & Technology Requirements: High level of proficiency and comfort utilizing and troubleshooting technology, including but not limited to website and social media, zoom and web conferencing, google suite, databases, and cloud-storage programs.</p>
About Safe Passage
<p>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.</p> <p>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.</p>
Benefits
<p>Safe Passage is a supportive, collaborative workplace that fosters growth in its employees, both personally and professionally. We strive to hold an environment that encourages growth, creativity, and flexibility. We are advocates for livable wages, self-care and work-life balance, and our compensation package reflects this. Employees receive 3 weeks of accrued vacation for the first year, 4 weeks starting year 2, and 5 weeks after 9 years, prorated for part time. We provide three personal days, and ample holiday and sick time. Benefits include health and dental insurance, and a 401(k) plan with agency match.</p> <p>Safe Passage works to earn its position as a justice-centered employer of choice in Western MA. Safe Passage provides a bilingual pay premium of \$1/hour for staff who possess language competency that is likely to be utilized in their position.</p>
Application Instructions
<p>To apply: Please send your cover letter and resume to spjobs@safepass.org with the subject line of “Youth Prevention Specialist”.</p> <p>Application deadline is January 4, 2023.</p> <p>Safe Passage is an organization made up of survivors, women, trans folks, people of color, immigrants, people with disabilities, and LGBTQ+ people. Oppression and violence disparately impacts us and we</p>

strongly encourage people from these and other impacted communities to apply. We aspire to foster a work environment that is inclusive as well as diverse. Survivors come from all different backgrounds, and so do our employees. We encourage you to apply if you believe you have the skills and experience to thrive in this role and contribute to our mission at Safe Passage.

Safe Passage is an Equal Opportunity Employer with a strong organizational commitment to the achievement of excellence, diversity, and inclusion among staff.

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