



AGAINST FAMILY VIOLENCE AND SEXUAL ASSAULT

STRENGTHENING OUR COMMUNITY ONE STEP AT A TIME

Prevention Education Assistant

Responsible to: *Prevention Education Supervisor*

Employment Classification: *Non-Exempt*

Department: *Prevention Education Department*

Fundamental Objectives: *To provide necessary support and assistance to the Prevention Education Supervisor on CDPH-funded activities.*

Level of Supervision Required: *Intermediate to minimal*

Hours: *30 hrs. per week*

Duties: To provide the Prevention Education Supervisor with necessary support in creating and implementing a comprehensive prevention program in accordance with CDPH RPE Grant and Program SOW. In addition, the Prevention Education Assistant will be responsible for any and all record keeping for the program as assigned by the Prevention Education Supervisor.

Essential Job Duties and Responsibilities:

- Assist the Prevention Education Supervisor in facilitating CDPH RPE Prevention Education presentations, meetings and workshops.
- Develop and maintain CDPH prevention standards with regard to curriculum.
- Maintain accurate statistical records pertaining to CDPH-funded prevention efforts.
- Compile evaluations and assist the Prevention Education Supervisor in interpreting and analyzing data for CDPH-required reporting.
- Responsible for maintenance of records for the CDPH-funded prevention programming.
- Responsible for maintaining adequate knowledge of current and up-to-date prevention strategies as dispersed and disseminated by the CDPH and CDC.
- Responsible for always conducting research that is data driven, peer-reviewed and scholarly.
- Review curriculum material for its continued appropriateness.
- Maintain and turn in on time accurate records of all prevention efforts.
- Assist the Prevention Education Supervisor in the coordination of all awareness months (eg. Domestic Violence Awareness Month, Sexual Assault Awareness Month, etc.)
- Assist the Prevention Education Supervisor in running and maintaining social media for prevention programming.
- All other duties as assigned by the Prevention Education Supervisor.
- Other reports, records or statistical information assigned.
- Manage, track results, and perform reporting responsibilities for CDPH-funded grants as assigned by the Prevention Education Supervisor.

Essential Position Requirements:

- Ability to operate telephone, most frequently while taking notes.
- Free from personal Domestic Violence and/or Sexual Assault issues for at least two years.

- Have and maintain a valid California Driver's License and a good driving record. Have reliable transportation available at all times during scheduled workdays. When traveling on Alliance work time or in performance of Alliance work duties, obey all road signs and traffic laws. Maintain automobile insurance.
- Ability to travel for required trainings.
- Aptitudes:
 - Good verbal and written communication abilities.
 - Excellent organizational habits and abilities.
 - Ability to find, read, and interpret scholarly research.
 - Self-motivated
 - Excellent record keeping skills
 - Must be able to work with clients, co-workers, community members and other professionals from a wide variety of racial, ethnic socio-economic, religious and abilities/disabilities in caring, non-judgmental and professional manner, frequently under trying conditions.
 - Ability to provide services and perform a variety of tasks, often changing assignments, plans or priorities on short notices
 - Ability to work effectively under stressful conditions.

Marginal Job Duties:

- Fluency in Spanish, both verbal and written recommended.
- Must be able to use video equipment for showing of films.
- Must be computer literate to create presentations outlines, maintain accurate record of statistical trends and so forth.