

# School Liaison Prevention and Education Program



## Job Description

---

**Expectations:** The School Liaison is expected to uphold the goals and philosophy of the Community Violence Intervention Center (CVIC), to abide by CVIC policies and procedures, and to perform all duties outlined in this job description in an ethical and professional manner. Additionally, the School Liaison shall: maintain privacy and confidentiality of all information pertaining to agency clients, staff, volunteers, and shelter; possess a sensitivity to clients' needs and situations and portray a behavior consistent with agency philosophy, goals, and ethics code; demonstrate professional judgment in all areas, function well individually and as a team member; and accept responsibility for personal and professional growth and development.

**Supervised by:** Prevention and Education Coordinator

**Minimum Qualifications:** Bachelor's degree in a human services or related field. Willing and able to cultivate relationships with school personnel and engage in youth-based prevention activities that focus on changing social norms, attitudes, and behaviors to create a safer community. Effective public speaking skills. Preferred experience/knowledge in the area of violence prevention and data collection.

**Classification:** Exempt

**Salary:** Starting at \$33,509 and above based on experience and education. Benefits include health, dental, vision, life insurance, retirement plan, annual leave, sick leave and holidays.

## **Responsibilities:**

### **1. School Activities**

- Coordinate meetings at the beginning of each school year with Grand Forks County school principals and counselors to maintain relationships, coordinate violence prevention efforts, and identify additional program needs.
- Collaborate with schools to deliver Safer Tomorrows surveys.
- Foster relationships with school personnel and community organizations.
- Provide support and facilitation for wide range of age-appropriate violence prevention curricula to include:
  - Friendships that Work
  - Safe Dates
  - One-time violence prevention presentations
  - Coaching Boys into Men and Athletes As Leaders
  - Others as requested
- Develop training packets and other printed material related to prevention trainings.

### **2. Committees and Meetings**

- Participate in the Consolidated Youth Project meetings, Domestic Violence Task Force, and other meetings when appropriate.

- Attend CVIC staff meetings.
- Serve on CVIC Public Relations Committee.
- Serve on the Rape Prevention Green Dot Core Committee.
- Other committees as assigned.

### **3. Public Education, Training and Awareness Activities**

- Participate in primary prevention training on-line and at the local, state and national level.
- Serve on the agency's Speakers Bureau to deliver trainings and presentations to community members, students, and professionals as needed.
- Participate in Break the Silence Tours as a tour stop.
- Develop training packets and other printed material related to prevention trainings.

### **4. Record Keeping**

- Collaborate with stakeholders for data collection (CYP, school surveys, YRBS, FTW data, curriculum data, and other identified data sources).
- Maintain MOU's as needed.
- Coordinate the collection of data for grant reports.
- Compile agency training evaluations.

### **5. Other duties as assigned**

**Required Application Materials include CVIC employment application, cover letter and resume. Submission of Affirmative Action report is voluntary.**

To complete an employment application, please visit <http://cviconline.org/about-us/careers-internships-volunteering/> and click the employment application link. Email completed application, cover letter, resume, and the voluntary affirmative action report to Kristina S. at [kristinas@cviconline.org](mailto:kristinas@cviconline.org). Please contact Kristina S. at (701) 746.0405 with any questions.

**Closing date is January 26, 2018 or until filled.**