



Prevention and Education Specialist

Job Description

Expectations: The Prevention and Education Specialist 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 Prevention and Education Specialist 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 human service or related field. Willing and able to engage in community-based activities and efforts that focus on changing social norms, attitudes and behaviors. Effective public speaking skills. Preferred experience/knowledge in the area of violence prevention.

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

Responsibilities:

1. RPE and Prevention Projects

- Develop, update, and utilize a work plan to guide the implementation of the Green Dot community program.
- Create an evaluation and continuous quality improvement plan for the project.
- Identify short, intermediate, and long-term outcomes along with grant goals and objectives for prevention plans.
- Assist with the coordination of implementing the Green Dot Community strategy.
- Deliver Green Dot community trainings.
- Establish and evaluate social media use for the rape prevention education strategies.
- Submit monthly, quarterly, and annual reports according to the established timeline.
- Seek technical assistance from the ND Department of Health as needed and participate in site visits as scheduled.
- Coordinate with the other RPE project staff to ensure grant goals and objectives are met according to the established timeline.
- Collaborate with CYP project to assist with Safer Tomorrow's survey efforts.
- Foster relationships with school personnel and community organizations.
- Provide support and facilitation for a wide range of age-appropriate violence prevention curricula to include:
 - Friendships that Work (FTW)
 - Safe Dates
 - One-time violence prevention presentations

- Others as requested
 - Collaborate with Dr. Kara Wettersten on FTW curriculum adaptations/implementation.
- 2. Committees and Meetings**
- Participate on statewide Green Dot team calls.
 - Participate in the North Dakota Primary Prevention Partners Group.
 - Participate in the Consolidated Youth Project, Domestic Violence Task Force, and other meetings as appropriate.
 - Attend CVIC staff meetings.
 - Serve on CVIC Public Relations 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.
 - Conduct community outreach to organizations such as, but not limited to, community agencies, elementary, middle, and high schools, alternative school settings, local businesses, and other anti-violence agencies in the community.
 - Develop training packets and other printed material related to prevention trainings.
 - Deliver trainings and presentations to community members, students, and professionals as needed.
 - Coordinate with campus advocate to update policies and training materials for staff on LGBTQ+ issues.
- 4. Record Keeping**
- Coordinate the collection of data and statistics for grant reports.
 - Compile agency training evaluations.
 - Utilize SPSS to enter, analyze, and generate curriculum evaluation reports.
- 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. Please contact Kristina S. at 701.746.0405 with any questions.

Closing date is July 9, 2018 or until filled.