**Safe & Fear-Free Environment, Inc.**

**Post Office Box 94 - Dillingham, Alaska 99576**

**(Office) 907-842-2320, (Fax) 907-842-2198**

**(Crisis Line) 1-800-478-2316**

[BusinessManager@SafeBristolBay.org](file:///C:\Users\gmarxmiller\Downloads\BusinessManager@SafeBristolBay.org)

**POSITION TITLE:**  **Community Prevention Planner** Full time

**PAY/DOE:** Range 4: $33,613-$44,388 Annually $16-21/Hour

**PURPOSE OF JOB:** The purpose of the prevention planner is to develop and implement Interpersonal Violence prevention programing through the Dillingham community coalitions. The primary responsibilities are maintaining prevention coalition, conducting Community Needs Assessment and develop a Primary Prevention Plan.

**QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the Essential Job Results.

**Job knowledge absolutely required before entering the job**:

* Experience and knowledge with primary and secondary prevention strategies and practices.
* Knowledge or experience with power based interpersonal violence issues and services
* Experience working with and mentoring children and young adults with progressively responsible job duties and responsibilities. Volunteer services for youth and/or foster parenting may be substituted on a year to year basis.
* Knowledge or experience with substance abuse issues including working with victim/witnesses of violence who are impacted by chemical dependency
* Computer competency in word processing, data bases and desk-top publishing
* Ability to cross-communicate among diverse groups and facilitate problem resolution
* Ability to work independently with minimal supervision and to give and receive oral and written communications.
* Willingness and ability to constructively confront issues of gender and race.
* High School Diploma or GED. First Aid/CPR certification.
* Confidentially a must.

**Preferred:**

* Knowledge of Bristol Bay community resources, cultural values, personal and family relationships.
* Demonstrated experience in successful coalition building and community activism.
* Good public speaking and presentation skills with experience/training in adult learning skills and teaching
* Bi-lingual in English and Yupik.

**ESSENTIAL JOB RESULTS:**

Change community norms and build capacity to implement effective prevention strategies by

.

* Developing Community Needs Assessment plan with the SAFE prevention staff work group for the Prevention coalition utilizing the University of Kansas Community Toolbox.
* Helping formulate a MOA/MOU for the prevention coalition.
* Re-Educate the service providers as well as the community on Primary prevention with prevention coalition and CANDU.
* Strengthening and building community capacity by assisting in the development and implementation of a community action plan for prevention
* Soliciting participation from diverse community and coordinating and/or participating in regularly scheduled meetings of interagency and community groups including implementing and serving on sub-committees focused on prevention activities and providing staff support for other interagency and tribal based groups, and to advocate for new partnerships.
* Coordinating and facilitating regularly scheduled meetings of CANDU Coalition and assisting with the prevention group including preparing and disseminating correspondence; minutes, agendas, meeting notices and other pertinent information; soliciting participation from diverse community
* Review/researching prevention literature, surveys, and other information sources. Establish and maintain effective methods to communicate current knowledge to board members, staff, volunteers, coalition members, sister agencies and others working to end physical and sexual violence
* Providing/arranging for ongoing primary prevention training and information to CANDU, YDLG, and other community groups and staff support for other interagency and tribal based groups working on behalf of Bristol Bay residents.
* Facilitate training on prevention to the Bristol Bay region.

**Assure incorporation of primary prevention strategies, training and concepts by program partners**

* Using appropriate evaluation/outcome measurement tools; implementing use of such tools to document effectiveness of projects and activities conducted/supported by SAFE .
* Preparing reports and maintaining reporting systems on process and outcome evaluation.

**Assures program compliance and keeps management informed by** performing/complying with all in-house and project related record-keeping and reporting requirements including implementation of all goals and objectives, conducting ongoing measurements of project effectiveness, and establishing and maintaining systems for documenting activities and meeting performance requirements

**Supports general operations by** providing advocacy, answering crisis line, serving as back up and assisting with other direct services and program support when necessary

**Contributes to the team effort and maintains continuous quality improvement by** welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results; being active in self-directed learning and professional growth; participating in trainings, teleconferences and other forms of assistance/consultation provided and assisting in policy & procedure development and revisions through membership in various work teams and/or as liaison to Board and program committees.

**Protects program integrity and confidentiality by** adhering to allconfidentiality requirements including but not limited to S.A.F.E.’s internal policies, requirements of local, state and federal law and requirements of common sense necessary to protect the safety, dignity and privacy of persons seeking or receiving services.

**WORKING CONDITIONS:** Fast paced office environment with moderate to loud noise. Frequent, unscheduled interruptions. May work outside of building to perform duties away from office. Periodic exposure to situations where individuals may be a danger to themselves or others. Occasional exposure to hazardous conditions (cigarette smoke, bodily fluids, spills, chemicals and cleaning agents, broken glass, etc.) Exposure to communicable diseases.

**MACHINES AND EQUIPMENT USED:** Standard office and printing/publication equipment (FAX, computers, copier, binder, laminator, button maker, telephone, etc.) and household cleaning tools (vacuum cleaners, etc.).

**PHYSICAL REQUIREMENTS:** Ability to walk, sit, hear, speak, climb stairs, stoop, reach, use hands, lift up to 50 lbs., see and use close vision; read, write, speak, and understand English.

**RELATIONSHIP WITH OTHER PEOPLE:** Cooperates and interacts with all SAFE staff and volunteers and community service agencies with dignity and tact. Will not engage in intimate relationships with a person seeking or receiving services from SAFE. Models nonviolent behavior and freedom from substance abuse.

**SUPERVISED BY:** Executive Director or designee

**POSITIONS SUPERVISED**: None. May share day to day supervision with the Outreach & Education Coordinator for staff working on prevention projects and/or activities.

**BACKGROUND CHECK:** Position requires applicant to be fingerprinted and pass a national FBI/State of Alaska criminal background check.

SAFE is an Equal Opportunity Employer. Alaska Natives, persons who are multi or bi-lingual and survivors of Domestic violence, child abuse, or sexual assault are encouraged to apply. **All EMPLOYMENT WITH S.A.F.E. IS AT WILL. S.A.F.E. RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT**

Adopted/Revised: 9/10/17

10/24/17