



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
www.safebristolbay.org

POSITION TITLE:
PAY/DOE:

Community Prevention Specialist
Range 5: \$42,806-\$59,294 Annually

Full time
\$20.58-\$28.49/Hour

PURPOSE OF JOB (Description)

The Community Prevention Specialist's purpose is to support the Dillingham Prevention Coalition (DPC) and its goals. This is accomplished by logistical support to the coalition such as scheduling meetings, creating agenda's, recording minutes, and communications to coalition members.

The Prevention Specialist is responsible for planning, developing, managing, and facilitating primary prevention implementation goals as specified by the prevention plan. Specific responsibilities include maintaining a prevention coalition (the DPC), revising the Community Needs Assessment, and developing a Primary Prevention Plan. Additionally, the program delivers primary prevention training. The Specialist will assist Outreach and Education Coordinator and Dillingham Prevention Coalition and any of their contractors. The Specialist will collect data, reporting, and activity tracking for grant compliance. This position is required to do backup coverage for all victim services assigned per agency needs/requirements. Generally, one week of on-call advocacy every six weeks after basic orientation and advocacy training.

PRIMARY RESPONSIBILITIES (Duties)

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

- Develop the Community Needs Assessment plan with the SAFE prevention staff workgroup for the Prevention Coalition.
- Develop Request for proposals from contractors for DPC products.
- Help formulate an MOA/MOU for the prevention coalition.
- Develop Strategic planning with the Prevention Coalition.
- Strengthen and build community capacity by assisting in the development and implementation of a Community Action Plan for prevention.
- Maintain diverse community participation while coordinating and participating in regularly scheduled meetings of interagency and community groups to include implementing and serving on sub-committees focused on prevention activities and providing staff support for interagency and tribal-based groups.
- Review/research prevention literature, surveys, and other information for presentation to the DPC and incorporation in prevention activities.
- Move Historical Trauma curriculum project forward with contractors.
- Work with Coalition to follow Alaska Peer Education Guidebook to develop a peer education group.
- 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.
- Provide and arrange for ongoing primary prevention training with the intention to relay information to Prevention Coalition and liaisons working on behalf of Bristol Bay residents.
- Facilitate training on prevention in the Bristol Bay region.
- Update community Calendar once a week.

QUALIFICATIONS

General:

- US Citizen.
- Valid Alaska Driver's License
- Bachelor's Degree preferred OR a minimum of 2 years prior experience, High School Diploma/GED minimum.
- Minimum Age of 19 Years.
- Confidentiality is required.
- Ability to complete First Aid, CPR & AED certification, Ability to complete civil rights training and BOAT training.
- Not convicted of any felony or misdemeanor involving Interpersonal Violence as an adult.
- Have good moral character as determined by a background investigation.
- Candidates must demonstrate their ability to accomplish the Essential Job Results.

Expected Experience:

- Experience and knowledge with primary prevention strategies and practices.
- Knowledge or experience with power-based interpersonal violence issues and services.
- Knowledge of (or willingness to learn about) and sensitivity to issues of domestic violence and sexual assault.
- Sensitivity to victim issues and needs to include the ability to understand and follow all regulatory requirements regarding the safety and confidentiality of clients.
- Familiar with Microsoft Office Programs and Outlook, G suite.
- Strong planning and organizational skills.
- Effective time management skills.
- Ability to work on multiple projects at once.
- Ability to work independently, self-disciplined, and self-motivated with minimal supervision.
- Flexible and willing to work some evenings and weekends as the program demands for preplanned events and for conferences.

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.

SUPERVISION

Supervision: Outreach & Education Coordinator.

ESSENTIAL JOB FUNCTIONS

Primary:

Compliance (Program) & Management Update: 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.

Displays Interpersonal Honest & Integrity: Adhering to all confidentiality 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. Requires the ability to provide advocacy services including answering the crisis line, assisting as a back-up along with additional direct services, and aiding in program support when necessary.

Interpersonal Skill & Continuous Quality Improvement: 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 training, 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 Prevention Coalition and program committees.

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 SAFE is at will. SAFE 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: 09/17/2017, 10/24/17, 11/2022 8-2025