**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@safebrisolbay.org**

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

**PAY/DOE:** Range 5: $41,475-$57,411 Annually $19.94-$27.60/Hour

**PURPOSE OF JOB (Description)**

 The community prevention planner’s purpose is to support the prevention coalition. This is accomplished by logistical support to the coalition such as scheduling meetings, co creating agenda’s, recording minutes, and communications to coalition members. Implementing methods to develop prevention programs created within the communities of Dillingham and Bristol Bay. Results will be seen by changing attitudes, behaviors, cultural norms, and overall systems that support said violence. Changes will be made possible through established support of the Dillingham Prevention Coalition, community engagement, raised awareness, and created long-term solutions.

 The Prevention Education Coordinator 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, conducting the Community Needs Assessment, and developing a Primary Prevention Plan. Additionally, the program delivers primary prevention training to schools, community groups, and establishments using the strategies of community engagement and community mobilization. The Planner will assist in collecting data, reporting, and activity tracking for grant compliance. The position may respond as backup coverage for all victim services assigned per agency needs/requirements.

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.

**PRIMARY RESPONSIBILITIES (Duties)**

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

* Develop the Community Needs Assessment plan with the SAFE prevention staff workgroup for the Prevention Coalition.
* Utilize materials from the Community Toolbox to implement a Community Need’s Assessment with involvement from multiple partners.
* Help formulate an MOA/MOU for the prevention coalition.
* Implement a training schedule for Primary Prevention with the Prevention Coalition.
* Strengthen and build community capacity by assisting in the development and implementation of a Community Action Plan for prevention.
* Solicit 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.
* 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.

**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, secondary, and tertiary prevention strategies and practices.
* Knowledge or experience with power-based interpersonal violence issues and services.
* Knowledge or experience with substance abuse issues including working with victims/witnesses of violence who are impacted by chemical dependency.
* 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.
* Serve as a Victim Advocate as required.
* Utilize Trauma Informed practices in approach to clients and program implementation.
* Excellent verbal and written communication as well as grammatical skills.
* Basic computer knowledge and function competency.
* Familiar with Microsoft Office Programs and Outlook, G suite.
* Strong planning and organizational skills.
* Effective time management skills.
* Ability to work on multiple tasks at once.
* Ability to work independently with minimal supervision.
* Ability to work under pressure, self-disciplined and self-motivated.
* Flexible and willing to work some evenings and weekends as the program demands.

**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: Executive Director or designee (Outreach & Education Coordinator).

Positions Supervised: N/A; May share day-to-day supervision with the Outreach & Education Coordinator for staff working on prevention projects and/or activities.

**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.

**General:**

**Intelligence:** Requires the ability to apply principles and to make independent judgments in the absence of a supervisor and acquire knowledge of topics related to essential job functions.

**Interpersonal Communication:** Requires the ability to speak before groups, articulate ideas, and effectively communicate the stated objectives in a well-planned, organized and clear manner.

**Interpersonal Temperament:** Requires the ability to deal with the public. Requires dealing calmly and effectively with high-stress situations. Requires the ability to engage and interact with all SAFE staff, volunteers, and community service agencies with dignity and respect. Will not engage in intimate relations with any person seeking or receiving services from SAFE. Displays leadership qualities and models nonviolent behavior and freedom from substance abuse.

**Language Abilities:** Must be able to speak with clarity, voice control, and confidence and articulate information to others. Requires the ability to record and deliver information, explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently.

**Physical Communication:** Requires the ability to talk and/or hear. Must be able to hear and understand communications through a telephone.

**Physical Requirements:** Must be able to operate standard office equipment- computer, copier, fax, and telephone.

Manual dexterity required and able to use wrists, hands, and/or fingers in a repetitive motion. Prepare and/or review documents and communications on the computer, on paper, and in files. Must be able to stand at least 50% of the time and walk up and down staircases. Must be able to lift up to 50 pounds.

**Written Communication:** Using appropriate evaluation/outcome measurement tools; implementing the use of such tools to document the effectiveness of projects and activities conducted/supported by SAFE. Preparing reports and maintaining reporting systems on process and outcome evaluation. Requires the ability to enter data into a computer and prepare reports, correspondence, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech.

**Work Environment:** Dynamic office environment with moderate to loud noise & possible frequent, unscheduled interruptions. Requirements may consist of working from outside of the building to perform duties away from the office. Possible exposure to situations where individuals may be a danger to themselves or others. The employee may be subject to danger or risk when working in extreme atmospheric conditions or near biohazards.

**Vision:** Vision for near and far distance and the ability to hear average or normal conversations and receive ordinary information are needed.