



# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, [www.alliance4community.org](http://www.alliance4community.org)

<b>Job Title:</b>	Adult Program Specialist	<b>Job Category:</b>	Community
<b>Classification:</b>	Community Based Services	<b>WC Code #:</b>	8742
<b>Location:</b>	Valley Crisis Center	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$17.60/hr	<b>Position Type:</b>	Full Time, 40 hours per week.
<b>HR Contact:</b>	Denise Conway	<b>Phone:</b>	(209) 742-6456
<b>Name:</b>		<b>Date of Hire:</b>	
<b>Immediate Supervisor:</b>	Campus and Prevention Program Coordinator		
<b>Benefits:</b>	9 paid holidays, 152 PTO hours annually, \$250 health benefit stipend to use towards Medical, Dental, Vision, Life insurance and or a 401k.		

### Applications Accepted By:

**E-mail:**  
denise@alliance4you.org  
Subject Line: Adult Program Specialist - VCC  
**Attention:** Human Resources

### Job Description

#### Role and Responsibilities

This position will be responsible for organizing and facilitating the Close to Home Project in Planada, CA focusing on adults. This position will have some responsibility for direct services through after hours on-call duties. Bilingual (Spanish), bicultural, and resident of Planada preferred. Must have a clean driving record and have had a driver's license for at least 5 years.

The core purpose of Close to Home's community organizing approach is to set in motion the growth of a community network that can co-create actions for domestic and sexual violence prevention. A network does away with traditional delineations of leaders and followers, and create ways for an expansively growing group of people to work together, nimbly and effectively. This position will work with adult organizers the majority of the time, but will coordinate and work closely with the Program Specialist for the Youth. More information on Close to Home is available at [www.c2home.org](http://www.c2home.org).

#### **Close to Home Responsibilities:**

- Develop a working understanding of prevention strategies and protective factors.
- Have a deep understanding of Sexual Violence and the prevention of sexual violence.
- Have an understanding of youth leadership development and adulthood.
- Recruit adults to lead the Close to Home project in Planada.





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- Once established, continue to build and support a network of adult passionate about preventing sexual violence in their community.
- Create and update, as needed, a recruitment and retention plan for a minimum of 10 adult to participate in Close to Home 12-16 hours/month (3hrs/week).
- Conduct Adult Leadership training no less than one time per year, but more as needed.
- Develop a deep understanding of the four phases of Close to Home: Assess, Talk, Build, Act and conduct these phases with recruited adult.
- Engage in all Close to Home technical assistance and networking activities. This will include multiple two day trainings out of town per year.
- Manage adult scholarships.
- Facilitate weekly adult meetings.
- Facilitate community participation, leadership and ownership in collective decision making process.
- Participate in coalition meetings.
- Work with the Adult Program Specialist to build an intergenerational team for the Close to Home project in Planada.
- Build community relationships to find both traditional and non-traditional ways to support the Close to Home project.
- Conduct evaluation including, but not limited to, Monthly process tracking forms, monthly community outcomes tracking form, yearly community impact survey, and pre/post outcomes survey for core program participants
- Work with Adult Program Specialist and supervisor to produce an annual report.
- Annually, conduct an assessment to determine geographical area to conduct work and the targeted community.
- Work a range of hours, including weekends and after 5 pm as needed.
- Work collaboratively with other VCC prevention staff to achieve program objectives.
- Represents agency in the community in a professional and competent manner.
- Provide direct referrals to VCC main site for Domestic Violence and Sexual Assault Services.

## **Crisis Intervention and Advocacy:**

- Participate in the certified DV/SA training.
- Provides crisis intervention on the hotline or in person to victims of domestic violence, sexual assault and or stalking victims on a rotating basis.
- Other duties as assigned.

## **Administrative Duties:**

- Monitoring program activities in order to ensure compliance with the program's funding sources.
- Work with supervisor to track numbers, statistical information, and the outcomes of the program.

## **Qualifications and Education Requirements**

## **Knowledge of:**

- Knowledge Sexual Assault and Domestic Violence





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- Prevention Education Principles and Strategies
- Peer Counseling and Crisis Intervention techniques preferred
- Public Relations and/or Community Outreach
- Computers and Software Programs (Word; Excel; Internet)

## Ability to:

- Communicate effectively orally and electronically in writing with individuals and groups from various age groups and backgrounds.
- Demonstrate competency with computer programs.
- Must possess strong public speaking skills.
- Organize and prioritize tasks according to deadlines and client needs.
- Work effectively with limited supervision, high stress, and rapidly changing situation and circumstances.
- Work a range of hours, including weekends and after 5 pm as needed.
- Demonstrate sensitivity to the cultural and ethnic diversity of the service population.
- Proactively seek knowledge of academic policy and procedures.

## Education/Experience:

- High School Diploma/GED with two years of work or volunteer experience in the field of social services, some college preferred.
- Experience in community organizing and facilitating trainings and presentations.
- Experience with computers is a must.

## Physical Requirements:

- Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended amounts of time.
- Facility to see read and distinguish instructional material, rules and policies and other printed matter.
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Facility to speak in audible tones so that others may understand clearly in normal conversations and on the telephone.
- Physical agility to lift and carry up to 20 pounds.
- Physical agility to push/pull, squat, twist and turn.
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments.





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**Note:**

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance adheres to the provisions of ADA regarding reasonable accommodation procedures.

**Additional Requirements:**

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a valid driver’s license and DMV clearance.

**Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.**

**Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.**

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	11/29/18	Revised Job Description Date:	

**\* Upon Hire, this will be signed and dated by the applicant. \***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

