

## HAVEN HILLS, INC. POSITION DESCRIPTION

**Position:** Outreach & Prevention Coordinator 1 – Youth-Focused Community Engagement

**Hours:** Full-Time / Non-Exempt (40 hours/week)

**Reports to:** Outreach Program Manager

**Salary:** TBD

**RESPONSIBILITIES AND DUTIES:** Under the direct supervision of the Outreach Program Manager, the Outreach & Prevention Coordinator 1 will lead community engagement and community partner relationship building. The Coordinator will seek innovative ways to engage the community through outreach to offer domestic violence education, resources, and adolescent-prevention services through presentations, trainings, and events. Internally, the Coordinator will also organize trainings for Haven Hills' staff, including working with trainers to develop and/or deliver content, collect feedback, and support evaluation efforts.

- Community Outreach
  - Establish partnerships through MOUs with youth-focused community organizations, schools, local government departments (i.e., DCF, LAUSD, DPH, DMH, LAPD etc.); and maintain partnerships through meaningful engagement.
  - Develop and facilitate monthly trainings and presentations on topics including but not limited to dynamics of domestic violence, healthy relationships, and prevention efforts.
  - Organize six (6) community events or symposiums; and participate in larger community gatherings such as art walks, farmer's markets, tabling opportunities, etc.
- Assist the Outreach Manager with development of annual training curriculum for Haven Hills staff, including gauging topical interests, needs, coordinating trainers, assist with content development as necessary, collect feedback, and support evaluation as necessary.
- Work with staff and Development Director to create printed and online material and signage to support outreach efforts, training, and prevention efforts.
- Administration
  - Develop and maintain complete, accurate, and current files with all required documents and data in agency records and electronic databases to meet contract requirements.
  - Provide reports as requested.
  - Participate in weekly staff meetings
  - Assist with organization and upkeep of Service Center and up to date resources for clients
  - Stay abreast of state-wide and local Prevention efforts, trends, and policies.
  - Learn and understand internal programs, policies, and procedures that impact assigned projects and initiatives, including but not limited to confidentiality, available services, financial support, and eligibility requirements.

Assist with other duties as assigned.

## MINIMUM QUALIFICATIONS

- Bilingual in Spanish highly desirable
- One year experience in Prevention and Outreach field highly desirable
- One year experience providing trainings and presentations.
- Strong communication and public speaking skills
- Bachelor's degree in behavioral science or related field, or three or more years of experience in similar role.
- Conflict resolution experience required.
- Excellent organizational and communication skills, and be able to multi-task in crisis environment
- Ability to speak and write effectively
- Experience in field of domestic violence or an understanding of the dynamics of an abusive relationship and its impact on the individual and society.
- State mandated 40-hour domestic violence advocate training certificate required, or completion within three months of hire.
- Ability to work with diverse populations Must undergo fingerprinting/background check, TB testing, and drug testing, as required
- Must provide proof of being "fully vaccinated" per the Los Angeles County Department of Public Health, Urgency Ordinance, County Code- title 2-Administration, Division 4 – Miscellaneous-Chapter 2.212 (COVID-19 vaccinations) that Haven Hills, Inc. is operating under.
- Must have a valid California driver's license, insurance, and an automobile that may be used during working hours.

### Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- At times may be required to lift up to 10 pounds.
- May be required to use stairs to access second floor of facility.
- Required to express or exchange ideas by means of spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Driving may be required

**Equal Opportunity Employer:** Haven Hills, Inc. is an equal opportunity employer and does not discriminate based on age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, or any protected class as defined by California and federal law."

**American with Disabilities Act/Fair Employment and Housing Act Compliance Information:** To comply with the Americans with Disabilities Act, the Fair Employment and Housing Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability unless such accommodations create an undue hardship on Haven Hills.

**At-Will:** This position is at-will, meaning that you or the employer may terminate at any time.

**Haven Hills offers a comprehensive benefits package to its full-time employees working 40 hours or more per week. Employees meeting the full-time eligibility requirement may participate in the following:**

- Medical Coverage – Partially sponsored by Employer
  - Blue Shield of California
  - Kaiser Permanente
  - United Healthcare
  
- Dental and Vision – Partially sponsored by Employer
  - United Healthcare Dental
  - Vision Service Plan (VSP)
  
- Health Care Flexible Spending Account Plan (Health Care FSA) available
  
- Group Life and Accidental Death & Dismemberment (AD&D) – Fully sponsored by Employer
  
- Voluntary Group Life and Accidental Death & Dismemberment (AD&D) and Short/Long-Term Disability Insurance options available
  
- 401(k) Retirement Plan with employer match
  
- OTHER: Workplace Perks Benefits (discount program), Flexible Work Schedule, Paid Holiday Benefits (11 observed holidays per year), Paid Sick Time and Vacation Benefits.