

HAVEN HILLS, INC. POSITION DESCRIPTION

Position: Outreach & Prevention Associate

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

Reports to: Outreach Program Manager

Annual Salary: \$45,000- \$48,000

RESPONSIBILITIES AND DUTIES: Under the direct supervision of the Outreach Program Manager, the Outreach & Prevention Associate (OPA) will support community outreach and engagement toward a goal of relationship building. The OPA will support the Outreach & Prevention Coordinator engage the community by coordinating and providing administrative support for community events, trainings, presentations, and other public-facing events. Internally, the OPA will also organize training for Haven Hills' staff, support efforts to facilitate surveys, collect feedback, and support evaluation efforts. This is an entry-level position and provides an opportunity to learn principles and best practices in community outreach and engagement.

- Assist with calendaring and coordinating monthly training and presentations; and organizing community events, including but not limited to the following duties:
 - Creating and maintaining a schedule of events.
 - Coordinating with external parties on pertinent details
 - Drafting and sending out flyers or invitations as necessary and confirming RSVPs.
 - Set-up Zoom meetings and manage as necessary.
 - Lead "day-of" event details
 - Draft and prepare collateral materials.
 - Coordinate volunteers, as necessary.
 - Set-up and breakdown meetings and events, and drive equipment and materials as requested.
- Schedule meetings for the Outreach & Prevention Coordinator and Outreach Program Manager and external parties.
- Using existing templates, draft MOUs (memorandum of understanding) and secure signatures in a timely manner.
- Assist the Outreach Program 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.
- Coordinate social media content to promote Haven Hill's messaging on outreach and prevention.
- 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
 - Research and 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
- Bachelor's degree in behavioral science or related field, or one or more years of experience in similar role.
- Strong communications skills, and interest in public speaking.
- Excellent organizational and communication skills, and be able to multi-task in crisis environment.
- Ability to speak and write effectively.
- Ability to use or quickly learn Zoom and it's many functions for engagement.
- Knowledge of or ability to learn programs and software to advance outreach and engagement efforts.
- 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.