



Empowering individuals, families and our communities to take action against violence and abuse.

Job Opening: Prevention Specialist

DESCRIPTION

Monarch Services formerly Women's Crisis Support~Defensa de Mujeres was established in Santa Cruz County in 1977. Through crisis counseling, legal assistance, and advocacy, we help survivors of domestic violence and sexual assault become survivors and repair their lives. **Monarch Services** has the only rape crisis center and emergency domestic violence shelter in Santa Cruz County and the Pajaro Valley.

Monarch Services Prevention Program is seeking a bilingual Prevention Specialist to coordinate and promote domestic violence, sexual assault and human trafficking prevention activities throughout Santa Cruz County working specifically in hard to reach and underserved communities. Monarch Services prevention work includes: presentations to community organizations on a variety of topics, an eight week family workshop series on domestic violence prevention, door-to-door outreach in underserved communities, and interactive presentations. The position is based primarily out of the Santa Cruz office.

DUTIES AND RESPONSIBILITIES:

- Conduct community education presentations on domestic violence, teen dating violence, sexual assault and agency services to local schools, service providers, and community organizations.
- Participate in resource fairs, community events, awareness and/or fundraising activities and events as needed.
- Assist with the planning and coordination of awareness activities such as Domestic Violence Awareness Month, Sexual Assault Awareness Month, Human Trafficking Awareness Month etc.; work closely with community partners in these events.
- Conduct outreach in underserved and hard-to-reach communities throughout the county through non-traditional strategies.
- Assist in the coordination of the Volunteer Training Program that includes coordination of training presenters, recruitment of volunteers, and preparing packets, handouts, media equipment, set up, etc.
- Assist in conducting pre and post training interviews with volunteers as needed.
- Assist in the delivery and coordination of the 65-Hour Peer Counselor Training according to state-certified curriculum.
- Maintain clear and concise files and records, assist in gathering statistical information, and assist in preparing volunteer program reports, all in compliance with funding requirements.
- Coordinate and implement the Family Workshop series in collaboration with other community agencies, including: selecting collaborator and workshop site; organizing and updating workshop materials; promoting workshops through the development of brochures, flyers or PSAs; facilitating workshop sessions; scheduling presenters on workshop topics; arranging meal service and childcare; and, recruiting and screening participants.
- Complete a State-Certified Domestic Violence/Sexual Assault Peer Counselor Training and agency Advocate Training.
- Maintain Peer Counselor certification by completing continuing education requirements.
- Provide direct services to survivors of sexual assault and domestic violence, as needed.
- Work closely with program staff, new and existing volunteers, and community partners.
- Attend staff meetings, training sessions, supervision and other agency meetings as required.
- Maintain effective working relationships with other agency staff, volunteers, board of directors, clients, and with representatives of government, and other community organizations.
- Other duties related to the specific classification as assigned.

QUALIFICATIONS:

- Oral and written fluency in English and Spanish required.
- Education or experience equivalent to two years of relevant college coursework or experience in a related field.
- Demonstrated ability to facilitate group meetings and to motivate and coordinate the efforts of others in a positive manner.
- Ability to work independently with minimal supervision.
- Strong written and verbal communication skills.
- Knowledge of and experience working in the Latino community and other unserved and underserved communities.
- Knowledge of intimate partner violence, sexual assault, trauma, and community resources.
- Ability to work with people of diverse ethnic, cultural, religious, socio-economic, sexual and political orientations.
- Ability to work flexible hours including evenings and weekends, as needed, to be responsive to community requests.
- Possession of valid California driver's license and use of an insured vehicle.
- Working knowledge of personal computer, experience with MS Office software including Word and Outlook.

PHYSICAL JOB REQUIREMENTS:

During working hours, employee must have the ability to:

- Sit for 75% of working hours.
- Lift objects up to 25 pounds from floor to shoulder level and carry for brief periods.
- Set up and take down equipment for tabling events and other agency functions.
- Bend and stoop while filing.
- Twist and reach while at a desk or computer terminal.
- Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
- Hear and speak well enough to converse over the phone or in person.
- Legally and physically able to drive personal or agency vehicles.

Classification: Non-exempt, Full-Time Position (40 hours per week)

Salary: \$17 per hour (includes \$.75 Bilingual differential)

Benefits: Employer paid Medical, Dental and Vision benefits available.
Paid holidays and PTO for regular employees.

To be considered for the position:

**Submit your resume and letter of interest clearly outlining your qualifications
In PDF or Word formats please
Via e-mail to Human Resources: leeannl@monarchsc.org**

**Deadline to apply:
April 27, 2017 at 5:00pm**

Imagine being part of a team built on social justice values that helps change the lives of survivors of violence.



NON-EXEMPT EMPLOYEES OF MONARCH SERVICES ARE REPRESENTED BY
SERVICE EMPLOYEES INTERNATIONAL UNION.

MONARCH SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.
WE VALUE AND WELCOME DIVERSITY OF ETHNIC, CULTURAL, RELIGIOUS, SOCIO-ECONOMIC, POLITICAL BACKGROUNDS,
SEXUAL ORIENTATION/IDENTIFICATION AND ABILITIES.

We take pride in being a family friendly workplace

and
MONARCH SERVICES is a green-certified business

