# SIERRA COUNTY CHILD ABUSE COUNCIL(SCCAC) dba

High Sierras Family Resource Center

Job Description

Prevention Program Specialist

TITLE: Prevention Program Specialist

HOURS: 20 – 40 Hours per week

SALARY RANGE: $18 - $20.25 per hour DOE

SUPERVISOR: SCCAC-HSFRC Executive Director

**Summary:**

The Prevention Program Specialist will be involved with the development, implementation, service delivery and program evaluation of child abuse prevention services. Programming can include; education and coaching/counseling, life skills training, relationships, health, child development as well as a whole variety of activities that support the well-being and resilience of children 0-18 and adults. Programming can be diverse and change as new needs and/or gaps are identified to prevent child abuse and nurture children and their families. Services can be individual or in groups and will include community events as well.

# Overall Goals:

* Promote the vision, mission, and purpose of the agency in our efforts to support the health and well-being of children and families.
* Represent the SCCAC in all contacts with agencies, clients and community members.
* Comply with all federal, state, local, and grant/contract requirements.

**Responsibilities:**

1. Provision of direct program services including:

* Program Development in collaboration with SCCAC Board, staff, funders, community stakeholders, populations to be served and others.
* Implementation of programs and events to the expected fidelity and/or funders’ requirements.
* Collect data and complete reporting requirements as the program prescribes.

2. Provision of case management services to include:

* intake assessments
* interviewing skills
* documentation skills
* setting goals and plan development
* knowledge of community resources
* collaboration with community stakeholders

3. Maintain and convey sensitivity to each family’s personal and cultural needs.

4. Maintain the confidentiality of client information.

5. Report to Child Protective Services any suspected child abuse and/or neglect.

6. Perform prompt social services referrals and follow-up on families referred. Record all referrals. Provide case management with HSFRC staff and, if appropriate, the staff from other agencies.

7. Maintain accurate records and files to provide demographic information on clients and services for reporting purposes to meet program requirements.

7. Attend community based meetings and events, representing the interests of families.

8. Attend training and informational sessions to stay abreast of new and developing programming, research and evidence based practices that will increase knowledge and skills about serving children and family and the prevention of child abuse.

9. Assist in projects that promote community awareness of child abuse prevention including the development and distribution of educational material.

10. Track and record all hours worked as well as mileage and expenses incurred.

11. Other functions can be variable in a small office where staff back each other up, divide tasks/office chores, and building maintenance.

**Qualifications:**

1.) Must be at least 18

2.) High school diploma or equivalent required.

3.) 1 year of relevant job experience or higher education is required.

4.) College degree in the human services field, preferred.

5.) Excellent verbal/written communication skills, listening skills, presentation skills, and interpersonal skills.

6.) Ability to work with a variety of people from diverse socioeconomic backgrounds and lifestyles.

7.) Ability to work independently.

8.) Desire and ability to affect change in families.

9.) Must possess a valid driver’s license, insurance, and reliable vehicle.

10.) Willingness to travel for statewide training.

11.) Knowledge of Sierra County and local area resources.

12.) Spanish speaking is preferred.

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| **I. ESSENTIAL FUNCTIONS (ADA)** | | | | | | | | | |
| ***PHYSICAL REQUIREMENTS: Prevention Program Specialist*** | | | | | | | | | |
| Frequency: This factor includes the frequency to which the task appears while performing the overall job.  A=Rarely (Once or twice, or never performed) E=Daily (From 0-1 hours per day) B=Seldom (On a quarterly to yearly basis) F=Daily (From 1-4 hours per day) C=Occasionally (On a monthly/bi-monthly basis) G=Daily (From 4-8+ hours per day) D=Frequently (On a weekly basis) | | | | | | | | | |
| ***ACTIVITY*** | | | ***FREQUENCY*** | | | | | | |
|  | | | **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| 1 | CLIMBING | Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms. |  |  | X |  |  |  |  |
| 2 | STOOPING | Bending body downward and forward by bending spine at waist. |  |  |  |  | X |  |  |
| 3 | KNEELING | Bending legs at knee to come to rest on a knee or knees. |  |  |  |  | X |  |  |
| 4 | CROUCH | Bending the body downward and forward by bending leg and spine. |  |  |  |  | X |  |  |
| 5 | CRAWLING | Moving about on hands and knees or hands and feet. |  |  |  | X |  |  |  |
| 6 | REACHING | Extending hand(s) and arm(s) in any direction. |  |  |  |  |  | X |  |
| 7 | STANDING | Standing for long periods of time. |  |  | X |  |  |  |  |
| 8 | WALKING | Moving about on foot. |  |  |  |  |  | X |  |
| 9 | SITTING | Sits for extended periods of time. |  |  |  |  |  |  | X |
| 10 | PUSHING | Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. |  |  |  |  | X |  |  |
| 11 | PULLING | Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. |  |  |  |  | X |  |  |
| 12 | FINGER DEXTERITY | Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm. |  |  |  |  |  |  | X |
| 13 | GRASPING | Applying pressure to an object with the fingers and palm. |  |  |  |  |  |  | X |
| 14 | FEELING | Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin |  |  |  |  | X |  |  |
| 15 | TALKING | Expressing or exchanging ideas by means of the spoken word. |  |  |  |  |  |  | X |
| 16 | HEARING | Receive detailed information through oral communication. |  |  |  |  |  |  | X |
| 17 | BALANCING | Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium). |  |  | X |  |  |  |  |

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| **II. ESSENTIAL FUNCTIONS (ADA)** | | | | | | | | |
| ***VISUAL REQUIREMENTS: Prevention Program Specialist*** | | | | | | | | |
| Frequency: This factor includes the frequency to which the task appears while performing the overall job.  A=Rarely (Once or twice, or never performed) E=Daily (From 0-1 hours per day) B=Seldom (On a quarterly to yearly basis) F=Daily (From 1-4 hours per day) C=Occasionally (On a monthly/bi-monthly basis) G=Daily (From 4-8+ hours per day)  D=Frequently (On a weekly basis) | | | | | | | | |
| ***ACTIVITY*** | | ***FREQUENCY*** | | | | | | |
|  | | **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| 1 | Work performed requires the ability to see distances under 12 inches. |  |  |  |  |  |  | X |
| 2 | Work performed requires the ability to see at an arm's length. |  |  |  |  |  |  | X |
| 3 | Work performed requires the ability to see distances over 20 feet. |  |  |  |  |  |  | X |
| 4 | Work performed requires the use of both eyes (field of vision). |  |  |  |  |  |  | X |
| 5 | Work performed requires the ability to distinguish basic colors. |  |  |  |  |  |  | X |
| 6 | Work performed requires the ability to distinguish shades of color. |  |  |  |  |  |  | X |
| 7 | Work performed requires depth perception. |  |  |  |  |  |  | X |

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| ***OTHER FUNCTIONAL REQUIREMENTS:*** | | | | | | | | | |
| ***ACTIVITY*** | | | ***FREQUENCY*** | | | | | | |
|  | | | **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| 1 | Operates truck, tractor motor vehicle, forklift or other moving equipment. | |  |  |  |  |  | X |  |
| 2 | Repetitive use of foot control | right only |  |  |  |  |  | X |  |
|  |  | left only |  |  |  |  | X |  |  |
|  |  | both |  |  |  |  | X |  |  |
| 3 | Repetitive use of hands. | right only |  |  |  |  |  | X |  |
|  |  | left only |  |  |  |  |  | X |  |
|  |  | both |  |  |  |  |  | X |  |

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| **III. ESSENTIAL FUNCTIONS (ADA)** | | | | | | | | |
| ***WORKING CONDITIONS: Prevention Program Specialist*** | | | | | | | | |
| Frequency: This factor includes the frequency to which the task appears while performing the overall job.  A=Rarely (Once or twice, or never performed) E=Daily (From 0-1 hours per day) B=Seldom (On a quarterly to yearly basis) F=Daily (From 1-4 hours per day) C=Occasionally (On a monthly/bi-monthly basis) G=Daily (From 4-8+ hours per day) D=Frequently (On a weekly basis) | | | | | | | | |
| ***ACTIVITY*** | | ***FREQUENCY*** | | | | | | |
|  | | **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| 1 | Works outside in various types of weather. |  |  |  | X |  |  |  |
| 2 | Works inside. |  |  |  |  |  |  | X |
| 3 | Works in extreme cold, below 32 degrees F, for more than 1 hour. | X |  |  |  |  |  |  |
| 4 | Works in extreme heat, above 100 degrees F, for more than 1 hour. | X |  |  |  |  |  |  |
| 5 | Worker is subject to vibration (oscillating movements of the extremities or whole body). | X |  |  |  |  |  |  |
| 6 | Works in excessive humidity. | X |  |  |  |  |  |  |
| 7 | Works in a dry atmosphere. | X |  |  |  |  |  |  |
| 8 | Works in environment with constant noise (to cause worker to shout to be heard). | X |  |  |  |  |  |  |
| 9 | Exposed to dust. |  |  | X |  |  |  |  |
| 10 | Exposed to silica. |  |  | X |  |  |  |  |
| 11 | Exposed to fumes, smoke, or gasses (anesthetic gasses, ethylene oxide, etc.) | X |  |  |  |  |  |  |
| 12 | Exposed to grease and oils (air and/or skin exposure). | X |  |  |  |  |  |  |
| 13 | Exposed to electrical energy. |  |  |  | X |  |  |  |
| 14 | Exposed to pesticides. | X |  |  |  |  |  |  |
| 15 | Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure) |  |  |  | X |  |  |  |
| 16 | Works on slippery or uneven surfaces. |  | X |  |  |  |  |  |
| 17 | Works around machinery with moving parts or stationary equipment. | X |  |  |  |  |  |  |
| 18 | Works around moving objects or vehicles. |  | X |  |  |  |  |  |
| 19 | Works on ladders or scaffolding. |  |  | X |  |  |  |  |
| 20 | Works below ground. | X |  |  |  |  |  |  |
| 21 | Works with hands in water. |  |  |  |  | X |  |  |
| 22 | Works in confined spaces. |  |  | X |  |  |  |  |
| 23 | Other - Specify | X |  |  |  |  |  |  |

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| **IV. ESSENTIAL FUNCTIONS (ADA)** | | | | | | | | |
| ***PHYSICAL EXERTION: Prevention Program Specialist*** | | | | | | | | |
| ***ACTIVITY*** | | ***WEIGHT/HOURS PER DAY*** | | | | | | |
|  |  | **Up to 10 lbs.** | **11-25 lbs.** | **26-50 lbs.** | **51-75 lbs.** | **76-100 lbs.** | **Over 100 lbs.** | **hours per day** |
| 1 | LIFTING |  |  | X |  |  |  | 1 |
| 2 | CARRYING |  | X |  |  |  |  | 1 |
| 3 | PUSHING |  | X |  |  |  |  | 1 |
| 4 | PULLING |  | X |  |  |  |  | 1 |
| 5 | REACHING |  | X |  |  |  |  | 1 |
| 6 | OTHER  (Specify) |  | X |  |  |  |  | 1 |

I have read and understand the job qualifications and requirements, and agree to my ability to fulfill them upon employment.

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Signature Date

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Printed Name