Position Title: **Prevention & Education Coordinator**

Direct Supervisor: Programs Director Full-time Position

# GENERAL DESCRIPTION

## The Prevention and Education Coordinator will be responsible for the implementation and ongoing evaluation of all programs and services funded by the V-STOP Grant, and the coordination of WRC training and educational outreach to professionals, community members, and youth. This position is supervised by the Programs Director, is a leadership position in the organization, and works both independently and collaboratively towards the mission and vision of the organization.

# MUTUAL RESPONSIBILITIES

## Conduct all employment related responsibilities in accordance with the Mission, Vision, and Guiding Principles of, and as directed by the policies and procedures outlined by the WRC.

## Ensure continuity of services by sharing On-Call responsibilities as assigned.

## Meet weekly with supervisor, participating in the WRC’s on-going Communications & Performance Evaluation Plan. Communicate clearly and timely issues of performance with supervisor.

## Support the community’s accessibility to agency services by participating in day-to-day operations at the Administrative & Counseling Offices (1217 Grove).

## Carry out other duties as assigned by direct supervisor or the Executive Director.

# JOB RESPONSIBILITIES

## Coordinate the Community Engagement Program

### Coordinate all aspects of the Community Engagement Program and Sexual and Domestic Violence Prevention Program

### Facilitate regular program staff meetings.

### Assess and evaluate the program on an ongoing basis including annual review of the program guidelines and protocols.

### Works with the Operations Director when performance issues arise to conduct appropriate coaching or disciplinary action.

### Coordinate other special projects as assigned by the Executive Director.

## Supervisory Responsibilities

### Assists in the hiring process for staff supervised by this position.

### Provide weekly supervision and support to the Violence Prevention Manager, Violence Prevention Specialist and Outreach Specialist.

### Assist with scheduling, visioning, and coordinating all aspects of the Workplan associated with the project.

### Provide or arrange for training required for staff in the field of primary prevention and related topics.

### Ensure timely submission of grant reports as required.

### Conducts orientation and staff training for all staff supervised by this position.

### Conducts weekly supervision and documents ongoing performance with all staff under scope of supervision.

### Conducts monthly wellness supervision with all staff under scope of supervision.

### Develops performance plans for staff supervised by this position as needed.

### Works with the Operations Director when performance issues arise to conduct appropriate coaching or disciplinary action.

## Coordinate Training

### Assess the training needs of the community.

### Develop and implement relevant community training.

### Coordinate all training events and conferences.

### Complete or assign to appropriate WRC staff members requested public education, outreach, and awareness programs/presentations.

## Grants Management

### Review all workplans related to the work of the supervised programs.

### Train program staff annually on grant workplan(s).

### Ensure ongoing implementation and evaluation of workplan(s) by program staff.

### Complete and submit regular grant reports as directed.

## Program Reporting System

### Maintain appropriate records and statistical information.

### Document community education on Monthly Public Education Reports.

### Oversee collection of program statistics and write monthly, quarterly, bi-annual, and/or annual reports as required.

### Ensure that service data is entered into VAdata weekly.

## Staff Coordinating Councils on Domestic and Sexual Violence and the Task Force on Domestic Violence in Older Adults

### Invite participants from throughout the NRV for the Coordinating Councils and Task Force.

### Plan the logistics of the meetings, providing notice to participants of meetings.

### Convene Coordinating Council monthly meetings for each locality.

### Convene Task Force bi-monthly meetings for the New River Valley.

### Identify training needs and implement Coordinating Council and Task Force trainings.

# QUALIFICATIONS

## Bachelor’s degree (Master’s degree preferred) in human services related field and/or five years of related experience.

## Must have an understanding of the issues of sexual and domestic violence.

## Demonstrated ability to provide leadership and program coordination.

## Ability to work independently.

## Ability to provide crisis intervention.

## Ability to lift 20 lbs. and go up/downstairs.

## Ability to utilize computer programs including word-processing and spreadsheets.

## Ability to deliver WRC services in a culturally sensitive manner.

## Ability to remain patient, calm, and professional when working in crisis situations.

## Ability to work some evening, weekend, and holiday hours.

## Driving is an essential function of this position. Must have reliable transportation, a valid driver’s license, and be insurable through the WRC’s insurance policy.

**Certification of receipt of this job description**

Employee Signature Date

Supervisor Signature Date

Executive Director Signature Date