



Abuse Support & Prevention  
Education Network

PO Box 653 \* \*411 E Callender Street \* Livingston, MT 59047 \* info@aspenmt.org

### **POSITION IDENTIFICATION**

**Functional Title:** Prevention Coordinator

**Supervisor:** Executive Director

**Status:** Non-Exempt

**Pay Rate:** Probation pay rate \$22.00 to \$27.00 hourly (**DOE**)

**Probationary Period:** 1 year

**Benefits:** Personal Time Off, Paid Holidays, 8 Sick Days per year, and Health Insurance Stipend, and access to a counselor who specializes in secondary trauma and compassion fatigue.

**Work Schedule:** Up to 40 hours per week / Occasional evening and weekend hours.

**Position Summary:** The Prevention Coordinator works on a variety of projects which further the domestic and sexual violence prevention and early intervention work of ASPEN, but top priority is the education of school-age children in our service area. As required, the position may also provide advocacy to youth and other victims as encountered. Minor responsibilities for coordinating outreach activities and fund development with the primary focus on educational and awareness programs.

### **Direct Responsibilities:**

- Facilitate age-appropriate preventative educational presentations for school age children including topics such as healthy relationships, tolerance, respect, empathy, empowerment, boundaries, coercion, consent, human trafficking prevention and sexual abuse.
- Serve as the primary contact with area schools (Park, Meagher and Sweet Grass counties of Montana) seeking in-person presentations and outreach activities and materials.
- Assist with ASPEN's Queer Straight Alliance weekly support group for youth and young adults.
- Maintain accurate statistics of prevention activities and program participants.
- Maintain continuous plans for quality improvement, evaluation, and sustainability.
- Research, develop, and implement education curriculum, brochures, posters, training materials and other products required for community outreach, school-age violence prevention education and advocacy.
- Research current data for presentations to community groups, schools, agencies (Laws, trends, counseling, resources).

### **Advocacy Responsibilities**

- Provide advocacy to youth and adult victims encountered during prevention activities.
- Complete 2-day Advocacy Training for basic domestic and sexual assault advocacy.
- Respond to calls on 24-hour support line when scheduled to do so or provide staff backup when required.
- Provide advocacy support when other staff are unable to do so.
- Keep ASPEN staff informed and educated about community outreach events and school presentations and provide access to graphics, power-points, or other necessary materials.

### **Other Responsibilities:**

- Perform Statistical Reporting entry for grant reporting.

24-Hour Support Line: 406-222-8154 / [www.aspenmt.org](http://www.aspenmt.org)

- Quarterly Statistical Report of participants/contacts of program to Executive Director for Board meetings.
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- Maintain a professional, confidential, non-judgmental relationship with all clients.
- Compensate for rural travel and geographic barriers by traveling to teach in rural schools within ASPEN's three-county service area.
- Communicate and interact in a professional, cooperative manner with other staff and volunteers at the level necessary to ensure quality work.
- Ability to build and be part of a cohesive team consisting of ASPEN staff, board and volunteers.
- Maintain the strictest confidentiality of ASPEN business, Board of Directors, personnel and clients served.
- Attend mandatory staff meetings with Executive Director and staff.
- Attend Regional meetings as Regional Representative of our network when required.
- Attend educational trainings necessary to stay current professionally.
- Travel as required to other communities, meetings, and trainings. Some overnight travel may be required.
- Abide by all policies and procedures established by the ASPEN Board of Directors and/or Executive Director.
- Other duties as assigned.

**Minimum Qualifications to Apply:**

- Graduate of an accredited college or university with a Bachelor's degree in Social Sciences, Social Work, Human Services, Education, Public Relations and/or other related fields.
- Experience in education, training, or public speaking with both youth and adult audiences.
- Understanding, Knowledge & Empathy for domestic violence and sexual assault issues.
- Possess excellent oral, written, and computer skills.
- Demonstrate a willingness to improve professional skills through training.
- Ability to travel to conferences and trainings to maintain certifications.
- Ability to completely understand and maintain strict adherence to confidentiality and safety procedures.
- Willingness to share job responsibilities and flexibility in scheduling.
- Be able to set and maintain professional & personal boundaries.
- Ability to set goals and complete projects in a timely manner.
- Ability to work independently as a self-starter or as a team.
- Ability to work professionally with community agencies.
- Must have own transportation, valid driver's license, and insurance.
- Submit to and pass a pre-employment criminal records background check.
- Ability to work with a wide variety of ethnic, racial, socioeconomic and religious individuals and/or groups.

**Additional Preferred Qualifications:**

- Possess a minimum of 3-years prior work experience in Public Relations, Education, Social Work or Human Services related field
- Prior work experience with non-profit organizations.
- Possess skills to create evidence-based lesson plans for students in Kindergarten through 12th grades.
- Prior experience working with victims of abuse, domestic or sexual violence.

**INDEPENDENCE OF ACTION:**

This position exercises a high level of independent responsibility in performing job tasks. The person in this position and the Executive Director develop work objectives jointly, and the person in this position is responsible for planning and organizing the work, resolving conflicts, and determining methods and approaches. Guidelines, manuals and established procedures are available through the Executive Director that are available to provide general guidance in work activities.

**CONFIDENTIALITY:**

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding ASPEN employees and customers. Consistent with applicable policy and guidelines, this position will respect and safeguard the privacy of employees, customers and the Board of Directors and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, customers, and Board Members in the course of fulfilling job responsibilities. The person in the position hereby acknowledges and understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally accesses information that others might consider inappropriate for this position to access, the person in the position will notify the Board of Directors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

Acceptance of this Position hereby acknowledges the reading, understanding, acceptance and agreement to this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is on a regular basis required to walk, talk, bend, stoop, lift, carry, push, pull, climb or balance, sit or stand for extended periods, reach with hands and arms, use hands to finger, handle or feel and hear sounds. The employee is occasionally required to work outdoors in adverse weather conditions, work with persons who are experiencing a personal crisis, and work under sometimes stressful conditions.

The employee must occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually low to moderate.

**EMPLOYMENT DISCLAIMER:** *This job description is not a contract. Management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer.*