



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. The Prevention Education Unit was established to engage and empower our diverse immigrant community members to become the movement towards a healthier and more equitable community. We educate, build capacity, and work alongside each individual to address emerging issues. Our staff are visible, trusted and most of all, place cultural relevancy at the forefront of our work.

We have been serving our diverse community for almost 40 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

### Prevention Specialist (Bilingual) (Full-time, Non-exempt)

**Unit:** Prevention Education  
**Updated:** 1/4/2019

**Reports To:** Prevention Manager  
**Salary:** \$17.30-20.67 hourly DOE, plus eligibility for BENEFITS

**Positions Available:** 1

**Summary:** Under the direction of the Prevention Manager, the Prevention Specialist is a direct service position responsible for developing, facilitating, coordinating, implementing, and supervising academic, prevention, and enrichment services targeting at-risk primarily middle-school and at times high-school aged youth. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position, working 40 hours a week.

#### **Duties / Responsibilities:**

- **Coordinate and facilitate academic and enrichment services for middle and high school-aged youth by:**
  - Providing daily instructional activities, homework assistance and support to middle and high school-aged youth.
  - Overseeing classroom management: supervising participants and managing volunteers to ensure quality of services.
  - Developing and facilitating academic, prevention, enrichment, and life skills curricula for youth on topics including (but not limited to): career preparation, socio-emotional development, life skills, and high school and college preparation.
  - Recruiting and coordinating guest speakers when appropriate.
  - Communicating with the school staff and parents regarding student achievement and/or areas of concern.
  - Reporting to the Prevention Manager on progress of all duties and tasks.
- **Community Engagement:**
  - Conducting evidence-based alcohol and other drug prevention (ATOD) curriculum primarily to youth and to adults (as needed).
  - Assisting in building relationships with local schools, parent groups, youth groups and youth organizations.
  - Mobilizing and working collaboratively with local key stakeholders, such as residents, leaders, businesses, schools, churches, parents, youth and other community-based agencies to develop detailed, outcomes-driven plans for each campaign.
  - Assisting in conducting community readiness assessment through asset mapping, data collection and review, surveys and interviews.
  - Developing leadership and organizing skills amongst a diverse group of youth, parents, educators and other community stakeholders.
  - Communicating with a broad audience, including mainstream and ethnic-based media, parents, key community leaders, and local elected officials.
- **Prepare and submit assigned internal and contractual monthly reporting in a timely manner:**
  - Monitoring, reporting, and documenting participant and/or program performance.
  - Collecting student assessments and logging performance.
  - Preparing and submitting monthly reports on planned tasks/curriculum, expected results, and timeline(s) of activities along with program's monthly calendar.
- **Recruit and outreach to target population for participants and volunteers.**
- **Attend relevant meetings and trainings.**
- **Other related duties as assigned by the Prevention Manager.**



**Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**

- Bachelor's degree in Education, Psychology, Sociology or other-related field from an accredited College or University **OR** an AA degree and two years of experience working with at-risk middle or high school-aged youth.
- Minimum one (1) year experience running a youth program to serve population that was impacted by substance use, violence, low-grades, and other risk factors.
- Knowledge and/or instructional classroom experience working with middle or high school-aged youth and families from various socio-economic and cultural backgrounds.
- Knowledge and understanding of substance use prevention planning including community-based and environmental prevention efforts.
- **Bilingual capacity (English/Korean) AND/OR (English/Spanish).**
- Possess flexibility, initiative and ability to work under pressure.
- Strong interpersonal, organizational, written and communication skills with colleagues, clients and representatives from other community organizations.
- Strong commitment and competency to work with a multi-cultural community.
- Ability to work collaboratively with others and a willingness to participate fully in a team process.
- Self-directing and ability to work independently as required.
- Ability to organize and prepare documentation in a timely manner.
- Demonstrable working knowledge of the use and operation of personal computers.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- Proof of eligibility to work in the United States.
- Physical requirements: able to hear a child calling for help, able to see a child on the playground, able to sit for long periods of time, seeing to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; sitting, standing and walking for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

**Desired Qualifications:**

- Experience in providing services to formerly homeless families or youth, and/or experience working with youth with learning disabilities.
- Knowledge and/or instructional experience in the operation of after-school and/or academic program(s).
- Certification in CPR (Youth and Adult) and First Aid training.
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.

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