



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 45 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 Spanish) (Temporary, Part-time, Non-exempt)

Unit: Prevention Education
Updated: 1/05/2023

Reports To: (PEP) Lead Prevention Specialist
Salary: \$21.00 - \$22.00 DOE

Positions Available: 1

Summary: Under the direction of the Prevention Education Program (PEP) Lead Prevention Specialist, the Temporary Prevention Specialist is responsible for developing, facilitating, coordinating, and implementing research and evidence-based prevention services targeting at-risk families. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a temporary, part-time, non-exempt position, working 28 hours a week. This position is in-person and based on program needs, may be remote. Some weekend and evenings shifts may be required for this position. Full COVID-19 vaccination is required. **This position is expected to end on June 30, 2023.**

Duties / Responsibilities:

- **Community Engagement:**
 - Leading adult leadership prevention-efforts and coalition efforts by facilitating meetings, conducting outreach, and organizing special events.
 - Assisting in building relationships with local schools, adult 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.
 - Conducting evidence-based alcohol and other drug prevention (ATOD) curriculum primarily to youth and to adults (as needed).
 - Ensuring that strategies are culturally appropriate.
- **Contract Compliance:**
 - Complying with County contractual agreements.
 - Submitting billing reports and other reporting requirements, as assigned.
 - Maintaining accurate files on organizing activities and evaluation.
- **Prepare and submit assigned internal and contractual monthly reporting in a timely manner:**
 - Monitoring, reporting, and documenting participant and/or program performance.
 - Collecting program member 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 (PEP) Prevention Lead Specialist AND/OR the Prevention Manager.**



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

- Bachelor's degree in Public Health, Education, Sociology or other-related field from an accredited College or University **OR** an AA degree and at least one (1) year of experience working with at-risk community members.
- Previous experience working with monolingual Spanish-speaking adults.
- Knowledge and understanding of substance use prevention planning including community-based and environmental prevention efforts.
- **Bilingual capacity (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:

- Knowledge of evidence-based strategies and prevention concepts for addressing substance use-related community problems and contributing factors.
- 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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