



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 Korean) (Full-time, Non-exempt)

Unit: Prevention Education
Updated: 03/03/2023

Reports To: (CCP) lead Prevention Specialist
Salary: \$21.00 - 22.50 hourly DOE, plus eligibility for BENEFITS

Positions Available: 1

Summary: Under the supervision of the (CCP) Lead Prevention Specialist, the Prevention Specialist is responsible for leading efforts to build community capacity, develop and implement substance use/abuse prevention programs and projects, and help to organize coalition efforts by providing strategic direction and recruitment of key stakeholders, partners, youth, and volunteers. This position will assist in conducting informational presentations and engage businesses to participate in youth substance-use/abuse prevention efforts.

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 per week. Typical schedule is 9:00 am to 6:00 pm with a one hour lunch, but can vary based on program and community needs. Some weekend shifts are required for this position. This position is expected to primarily be in-person, with potential for some remote work. Full COVID-19 vaccination is required based on funder requirements.

Duties / Responsibilities:

- Assist in establishing and facilitating a coalition of local community residents, leaders, social service providers and other various representatives from different community sectors
- Lead efforts to engage and build relationships with businesses (alcohol outlets, cannabis dispensaries) and pharmacies in order to recruit them to participate in substance use/abuse prevention initiatives and campaigns
- Mobilize and work 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 substance abuse prevention campaigns.
- Assist with research and policy analysis of current substance use trends and community impact by conducting community needs assessments through asset mapping, data collection and review, surveys and interviews
- Provide substance abuse prevention workshops, curriculum, and presentations to community and different community sectors (e.g. schools, city officials, businesses, clinics, senior centers, etc.)
- Communicate substance use prevention-related messaging with a broad audience, including mainstream and ethnic-based media, parents, key community leaders, and local elected officials.
- Conduct evidence-based alcohol and other drug prevention (ATOD) curriculum primarily to youth and to adults
- Ensure substance-use/abuse prevention strategies are culturally and linguistically appropriate
- Develop leadership and organizing skills amongst a diverse group of youth, parents, educators and other community stakeholders.
- Lead adult leadership prevention-efforts by facilitating meetings, conducting outreach, and organizing special events.
- **Contract Compliance:**
 - Comply with County contractual agreements
 - Submit monthly billing reports and meet other reporting requirements, as assigned
 - Maintain accurate documents/files on prevention activities and evaluations
- **Attend relevant meetings and trainings.**
- **Other related duties as assigned by the Prevention Coordinator AND/OR the (CCP) Lead Prevention Specialist**



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

- Bachelor's degree in Education, Psychology, Sociology, Public Health or other-related field from an accredited College or University.
- Minimum one-two (1-2) year(s) experience managing volunteers, and/or interns
- Minimum one-two (1-2) year(s) experience providing alcohol, tobacco, and other drug (ATOD)- related services. Education may be substituted for experience where coursework is directly related to ATOD or Public Health fields.
- **Bilingual capacity (English/Korean)**
- 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.
- **A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.**

Desired Qualifications:

- Knowledge and understanding of alcohol use prevention planning including community-based and environmental prevention efforts.
- Knowledge of evidence-based strategies and prevention concepts for addressing AOD-related community problems and contributing factors.
- Knowledge and understanding of the Strategic Prevention Framework (SPF).
- Ability to plan, implement, and evaluate prevention service activities.
- Knowledge and/or experience working with adolescents and families from various socio-economic and cultural backgrounds.
- Certification in CPR (Youth and Adult) and First Aid training.

To apply, please submit a **cover letter and resume**.

[SUBMIT AN APPLICATION](#)