

Position Title: **Violence Prevention Specialist**  
Direct Supervisor: **Community & Sexual Violence Advocacy Coordinator** Full-time Position

## **I. GENERAL DESCRIPTION**

---

The Violence Prevention Specialist will be responsible for planning, organizing, teaching, and evaluating the WRC Violence Prevention Program. This position is directly supervised by the Community & Sexual Violence Advocacy Coordinator, is a member of an on-call team, and works both independently and collaboratively towards the mission and vision of the organization.

---

## **II. MUTUAL RESPONSIBILITIES**

---

- A. 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 Women's Resource Center of the New River Valley.
  - B. Ensure continuity of services by sharing On-Call and Crisis Hotline responsibilities as assigned.
  - C. Meet weekly with supervisor, participating in the WRC's on-going Communications & Performance Evaluation Plan. Communicate issues of performance with supervisor in a clear and timely manner.
  - D. Support the community's accessibility to agency services by participating in day-to-day operations at the Administrative & Counseling Offices (1217 Grove).
  - E. Carry out other duties as assigned by direct supervisor or the Executive Director.
- 

## **III. JOB RESPONSIBILITIES**

---

### **A. Community Engagement**

---

- 1. Maintain a positive working relationship with local schools eligible to participate in Peaceline, Healthy Relationships Campaigns, and other violence prevention programming.
  - 2. Coordinate with the Violence Prevention Manager to ensure all participating schools are served and help address any scheduling emergencies.
  - 3. Contact guidance counselors or designated contact person in advance of presentations.
  - 4. Present curriculum to each class using various methods to meet the learning needs of individual students.
  - 5. Present bystander curriculum to 11<sup>th</sup> and/or 12<sup>th</sup> grade classes as requested by schools.
  - 6. Plan, implement, and evaluate the Healthy Relationship Campaigns and activities for assigned schools and communities (three of five).
  - 7. Coordinate with assigned community prevention coalitions to conduct SWOTs and determine priorities for sexual and domestic violence prevention initiatives.
  - 8. Participate in Youth Adult Partnerships (YAPs) and Prevention Team as assigned by Program Coordinator.
  - 9. Provide additional violence prevention and community awareness activities as assigned.
- 

### **B. Direct Services**

---

- 1. Provide crisis intervention to individuals disclosing violence as requested.
  - 2. Refer students disclosing violence to WRC staff, school personnel, or community services as appropriate.
-

### C. Grants Management

---

1. Review relevant workplan(s) with Sexual Violence Coordinator annually.
  2. Ensure ongoing implementation and evaluation of workplan(s).
  3. Complete and submit regular grant reports as directed.
- 

### D. Program Reporting System

---

1. Document statistical information for each presentation.
  2. Ensure that service data is entered into Vadata weekly.
  3. Document community education on Public Education Reports and submit monthly Community & Sexual Violence Advocacy Coordinator.
- 

## IV. QUALIFICATIONS

---

- A. College degree (Bachelor's degree required) in human services related field and one year of related experience.
  - B. Must have an understanding of the issues of sexual and domestic violence.
  - C. Experience in public speaking.
  - D. Experience working with youth is preferred.
  - E. Ability to lift and maneuver supplies up to 20 lbs and go up/downstairs.
  - F. Ability to work independently.
  - G. Ability to provide crisis intervention.
  - H. Ability to utilize computer programs including word-processing and spreadsheets.
  - I. Ability to deliver WRC services in a culturally sensitive manner.
  - J. Ability to work some evening, weekend, and holiday hours.
  - K. 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.
- 

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

---

Executive Director Signature

---

Date