

FavorHouse of Northwest Florida, Inc.
Job Description

POSITION TITLE:	Prevention Coordinator
PROGRAM TITLE:	Program
POSITION REPORTS DIRECTLY TO:	Program Director
POSITION CLASSIFICATION:	Hourly wage

Responsibilities: The Prevention Coordinator is responsible for the coordination of the Primary Prevention Program for FavorHouse and reports to the Program Director.

1. Abide by all agency standards, policies, philosophies, and procedures.
2. Supports the agency's mission.
3. Plan and implement primary prevention based programming for youth, community members and shelter youth.
4. Coordinate the Community Action Team. Create and maintain agenda, minutes and sign in documents.
5. Collaborate with other prevention programs and/or organizations local and state-wide.
6. Identify and build relationships with partners in the community to ensure positive communications and a comprehensive understanding of the primary prevention and youth program.
7. Attend community meeting to promote awareness of Primary Prevention and Youth Programs as well as the FavorHouse mission to prevent intimate partner violence.
8. Speak as an advocate for the needs of youth within the community to provide education on primary prevention and youth services.
9. Maintain a working knowledge of services offered by FavorHouse and community partners to better assist victims.
10. Accountable for documenting information as required per agency policy.
11. Implement strategy to address the community levels of the Social Ecological Model.
12. Responsible for participating in and completing all required in-service training, FCADV Primary Prevention webinars and state and local conferences.
13. Service area to include Escambia and Santa Rosa counties.

Problem Solving Skills:

Position requires expertise in planning, organizing and managing all functions of prevention program. Position also requires problem solving and data analysis skills and the ability to manage multiple priorities and work with culturally diverse groups.

Educational Requirements:

B.S. in Social Work, Criminal Justice, Counseling, or the equivalent. Knowledge of domestic violence and its effect on children preferred.

Summary: Position may require local and occasional out of town travel. Must be flexible in working hours to attend meetings, speaking engagements, and community events; must maintain private automobile liability insurance. Must attend and successfully complete Core Competency Training and achieve victim privilege and be registered with FCADV. Must maintain victim privilege by attending 16-hours of domestic violence related training annually. Must have computer skills and able to use a variety of software programs including but not limited to OSNIUM software for program records.

Working Conditions:

Work location is clean; fully climate controlled and complies with Florida Clean Indoor Air Act. All duties and requirements are essential job functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This position description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This document does not create an employee contract, implied or otherwise, other than an “at will” employment relationship.

Your signature below indicates that you have received an updated copy of your job description, have read it, and understand your duties.

Employee Signature

Date

Print Name