



Prevention Assistant

Safe Alternatives to Violent Environments – Fremont, CA

SAVE (Safe Alternatives to Violent Environment) is a non-profit organization committed to serving victims of domestic violence. We are looking for a Prevention Assistant to support the prevention and intervention services for the Youth Services Program at SAVE.

MISSION: SAVE's mission is to strengthen every individual and family we serve with the knowledge and support needed to break the cycle of violence and build healthier lives.

POSITION: Prevention Assistant

STATUS: Part Time—16 hours/week (Nonexempt)

LOCATION: Fremont, CA.

COMPENSATION: \$16.00 per hour; prorated comprehensive benefits package; 403(b) retirement plan, paid holidays, vacation and sick-time

REPORTS TO: Youth Services Program Manager

DESCRIPTION OF DUTIES:

Essential Duties

- Develop strong connections with teachers, administration, and students.
- Present to diverse student populations throughout Alameda County (and beyond) about healthy and abusive relationships using SAVE's Love's Me, Love's Me Not curriculum, including: managing discussions about sensitive issues in an inclusive, thoughtful, and appropriate manner; modeling exemplary and professional behaviors; adapting content based on the environment, timing, student population, etc; being available to students who need to connect individually for support; and referring participants to appropriate services as needed.
- Stay on top of new trends, tools, research, resources, etc to aid in the development, creation, designing of materials for the Love's Me Love's, Me Not curriculum and Youth Services Program.
- Collect, calculate and enter survey data into database.
- Provide crisis support and case management to survivor, family, person doing harm as needed.
- Engage in regular supervision with supervisor--for the purpose of receiving consistent support and feedback, goal setting, and identifying areas of growth.
- Experience with prevention or educational background; demonstrate connection to a social justice, gender, or youth-oriented cause. Attend staff meetings and trainings, as requested.
- Ability to create and present alternative presentations, per requests.
- Participate in restorative practices with youth who have caused harm.

- Engage in opportunities to grow professionally.
- Bilingual preferred.

Non-Essential Duties*

- As needed, including but not limited to as deemed by Supervisor:

*For purposes of the Americans with Disabilities Act (ADA), the term “Primary” represents “Essential” and “Secondary” represents “Nonessential.”

EDUCATION AND EXPERIENCE/QUALIFICATIONS:

REQUIRED Minimum Knowledge, Skill, Education/Training and Experience Requirement(s)

- High school diploma or equivalent required.
- Strong writing and oral skills.
- Comfortable discussing sensitive topics with students.
- Able to deliver material while facilitating discussion with enthusiasm.
- Ability to adapt to various settings to effectively engage youth.
- Ability to build rapport with students in a short period of time.
- Demonstrate leadership and interpersonal skills.
- Comfortable working independently as well as in a team.
- Commitment to preventing domestic violence and/or passion for working with youth.
- Available during school hours (Monday – Friday: 7:30 am – 3:30 pm) at least 3 days a week.
- Basic knowledge utilizing Microsoft and Google Suite, graphic resources, word processing, etc.
- Has reliable transportation and willing to travel to school sites.

PREFERRED Knowledge, Skill, Education/Training and Experience Requirement(s)

- Certified 40-hour Domestic Violence Counselor preferred.
- College degree or experience in the domestic violence field preferred.
- Knowledge working with youth.

REQUIRED CERTIFICATES/LICENSES

- Proof of valid California driver’s license with acceptable driving record and insurance.

ABILITY TO:

- Demonstrate analytical skills necessary to interpret information, establish facts, draw valid conclusions, develop, and implement responsible strategies.
- Convey ideas, information, and training through public presentation, verbal, and written communication.
- Must be able to pass agency’s background check.

Principals only. Recruiters, please don’t contact this job offer.

Do Not contact us with unsolicited services or offers.

Interested parties please email resume and cover letter to MelissaE@save-dv.org

Position is open until filled.