



Our mission: To provide our communities access to world class primary care, addictions treatment, behavioral health care and prevention services to promote health and restore lives.

Job Title: Prevention Outreach Coordinator		Date Open: 11/1/20
Employment Status: 40-hours per week, full-time Schedule: Monday through Friday, 8:00am-5:00pm	Employment Type: Employee	
Reporting Supervisors Cati Adkins-Prevention & Angel Reeves-Compass Youth and Family	Manages Others: Not employees; will coordinate community-based volunteers	
<p>Job Description: As a member of the Prevention and Education Team, the Prevention Outreach Coordinator will plan and deliver prevention strategies to affect the attitudes, values, and behaviors of a community to promote health and reduce risk. The primary focus of this position is child sexual abuse prevention, however, since other problem behaviors share many common risk factors, team members can expect to collaborate on a variety of other topics such as trauma, violence, substance use, problem gambling, and suicide.</p> <p>One of the primary roles for the Prevention Outreach Coordinator will be to serve as the Protect our Children Project Coordinator for Douglas County. The primary duties of this position are to:</p> <ul style="list-style-type: none"> • Become a trainer in the Stewards of Children: Darkness to Light program • Recruit volunteers to become certified trainings • Coordinate trainings throughout our county. <p>The long-term goal of this project is to ensure that at least 5% of adults within Douglas County are trained in a child sexual abuse prevention program (such as Stewards of Children) within the next three years. Our ideal candidate possesses the following qualities: passionate about ending child sexual abuse, comfortable with public speaking, professional demeanor, competency in community partnership development, highly organized, and a self-starter with a sense of initiative and urgency.</p>		
<p>Qualifications:</p> <ul style="list-style-type: none"> • AA/AS/AAOT degree with relevant experience. A background in Human Services, Prevention, Psychology, or comparable field is preferred but not required. • Computer skills including, but not limited to Outlook, Word, Excel, and PowerPoint • Must have experience with public speaking, training and facilitation, and be able to speak to project management/organizational skills. • Valid Oregon Driver License; Personal vehicle with valid insurance <p>Essential Responsibilities:</p> <ul style="list-style-type: none"> • Become a certified trainer of Stewards of Children: Darkness to Light initiative. • Work closely with the Ford Family Foundation’s Protect our Children Project Lead and an evaluation team from the University of Oregon’s Center for Prevention of Abuse and Neglect (CPAN) to evaluate program effectiveness. 		



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- Actively participate in and contribute to the Protect our Children Project Basecamp virtual learning collaborative to share progress and lessons learned. The incumbent will commit to sharing experiences and outcomes with other coordinators in order to contribute to a statewide child sexual abuse prevention network.
- Maintain consistent professional correspondence with supervisors and stakeholders.
- Ensure that Adapt obtains “Partner in Prevention” Certification status through Darkness to Light by leading efforts to perform an internal audit of child protection protocols, policies, and processes. Provide recommendations to Adapt/Compass leadership for areas of improvement and follow up on addressing potential vulnerabilities.
- Work collaboratively with a team of stakeholders (primarily internal) to form and lead an oversight committee to build annual work plan and evaluate progress toward achieving project objectives, outcomes, and goals.
- Recruit and train volunteer Stewards of Children facilitators as outlined in strategic plan. Schedule/coordinate trainings throughout the community. Organize training materials and resources for trainers and offer technical assistance as needed for trainers. Host quarterly facilitator gatherings to provide leadership, support, encouragement, and direction.
- Ensure accurate, concise, and timely data collection.
- Facilitate Stewards of Children trainings as needed to ensure attainment of quarterly training goals.
- Must be passionate about cultural competency, trauma-informed care, and demonstrate these concepts within every facet of the job.
- Foster and facilitate collaboration with internal and external groups to ensure participation of key stakeholders.

Other Duties:

Exact duties and responsibilities are dependent upon areas of interest and strength as well as department needs. Activities may include elements of general office work, data collection, event support, youth development and engagement, training, community education, and skill building. This position focuses on individual, community, and environmental needs with an emphasis on supporting rural and underserved populations. Frequent travel throughout the county may occur, and occasional overnight or long-distance travel is required for regional or statewide meetings and trainings.

- Assist in the collection of data pertaining to prevention services
- Organize, support, and execute department and agency events, projects, and activities
- Participate in agency or community coalitions, workgroups, and committees as assigned
- Assist with evidence-based curriculum and program delivery in schools/community as assigned
- Maintain records and assist with data collection
- Assist with program planning, implementation, reporting, and evaluation
- Provide community education, outreach, and training



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Essential Job Functions:

Climbing: Stairs at all locations, climbing expected

Lift/Carry: Occasionally, 1-20 lbs; files, paperwork, supplies. Seldom, up to 35 lbs; boxes of records or event supplies

Push/Pull: Occasionally, using both arms/hands, required force of 5-20 lbs; opening doors/file drawers.

Hands/arms: Constant use of both hands/arms while cleaning, writing instructions, filing

Training Provided: Extensive training and professional development pertinent to the prevention profession is offered to employees to include Risk and Protective Factors and the Strategic Prevention Framework, with a minimum of 15 hours spent in training on an annual basis.

Special Requirements: Certified Prevention Specialist designation within two years of hire.

Health Promotion Specialist Supplemental Questionnaire

1. Describe your experience/ knowledge/demonstrated skills. Please provide specific examples of when and how you applied your experience, knowledge or demonstrated skills and the role you were performing at the time.
2. Please describe a time when you were in a lead role in a planning effort, including the scope of your work and the effort, the outcome, the planning framework you utilized, biggest challenges you encountered, and how you dealt with them.
3. Please tell us about a time when you were successful in working on a project with individuals from different ethnic or cultural groups. What made it successful? Please tell us about a time when you were challenged in working on a project with individuals from different racial, ethnic, or cultural groups. What did you do?