



## Community Engagement Specialist

### **Starting Date:**

SAVE considers resumes on ongoing basis. Employment starting dates are flexible and occur throughout the year.

**Location :** The City of Fremont, California

### **Description of the Agency:**

Safe Alternatives to Violent Environments, Inc. (SAVE) was founded as an all volunteer organization in Fremont in October, 1976, to address the issue of domestic violence in our community. SAVE's mission is to *promote alternatives to domestic violence through support services, advocacy and education, and to assist domestic violence victims and their families to end the cycle of violence.* SAVE provides counseling, safe housing and programs to assist victims of intimate partner violence to become emotionally and economically self-sufficient.

SAVE's community services include a 24-hour crisis intervention hotline; free weekly support groups for adults and children; individual therapy; weekly legal clinics and "on-call" temporary restraining order assistance; donation drop-off/distribution; volunteer training, and community outreach and education providing training on domestic violence to schools, community groups, and businesses.

**Duties and Responsibilities:** The Community Engagement Specialist is a member of the Prevention Services team and reports to the Manager of Prevention Services. Prevention Services includes the COPS Program and the Community Outreach Program. The primary goals of the Prevention Services team are to educate and empower individuals and communities with information about intimate partner violence to end the cycle of violence and to provide support services to victims and their families. The Community Engagement Specialist serves as the liaison between the agency and the community and is responsible for increasing awareness about intimate partner violence and SAVE's services.

- The Community Engagement Specialist, as part of the team, is responsible for the continued success of the Medical Outreach Program – which offers training for medical professionals and support to hospitalized victims of domestic violence – and the Community Outreach Program – which provides domestic violence training for businesses, professionals, groups, faith communities, volunteers and conducts dating violence prevention presentations at middle and high schools throughout Alameda County.
- The Community Engagement Specialist position requires strong networking and public speaking abilities as outreach presentations in schools, hospitals, churches, service organizations, and for the general public are primary components of the individual's duties.
- Respond to calls from medical providers on a 24-hour basis.
- Co-facilitate trainings and groups, including the 40- hour Domestic Violence Counselor Training.
- Work with staff and the Manager of Prevention Services to develop educational materials on domestic violence for the community and increase the accessibility of SAVE's services within different communities.
- Provide immediate crisis intervention services to domestic violence victims.
- Perform case management services for domestic violence victims.
- Adhere to the necessary grant requirements for statistical tracking and generate monthly stats and reports.

- Staff the agency hotline.
- Perform Backup duties.
- Attend meetings within the community providing information and referrals.
- Other duties as assigned by supervisor.

**Qualifications:** Bachelors Degree in Social Work, Sociology, Counseling, Psychology, or related fields or two years experience of comparable community/volunteer service. Must complete 40 hour Domestic Violence Counselor Training required within three months of hire. Bilingual skills and group facilitation experience preferred; excellent oral and written skills; must possess an automobile, insurance, and a valid California Drivers License. Must have ability to work under stressful conditions and handle crisis situations. Applicant should be familiar with Microsoft Word, Publisher, and Excel.

**Starting Salary:** \$15-\$17/hour DOE

**Hours:**

- Part-time position (20 hours per week). Non-exempt status.
- During Training Period must be available to work Mondays, Tuesdays, Thursdays and Saturdays. After completion of Probationary Period must be available to work Mondays, Thursdays and Fridays.
- Must be available for occasional work on evenings and weekends.
- Opportunity for growth- strong possibility over the next year that additional hours may be available.

**Benefits:** Impressive benefits package including:

- A minimum of two weeks vacation, 11 paid holidays, and sick leave (for full time employees).
- Health & Dental Reimbursement Plan.
- Retirement Plan

**ADA ESSENTIAL TASKS:**

- A. Working alone.
- B. Working in high stress situations.
- C. Working in emergency situations.
- D. Good reading vision.
- E. Sitting for extended periods
- F. Good communication skills.
- G. Specific knowledge or education.
- H. Learning ability.
- I. Operation of motor vehicle.
- J. Good distance vision.
- K. Ability to speak clearly.
- L. Ability to discriminate speech.
- M. Reasoning and thinking skills.
- N. Ability to problem solve.
- P. Typing or keyboarding skills.

**Selection Procedure:**

1. Interested parties should email a resume to [community@save-dv.org](mailto:community@save-dv.org). Please also include a cover letter, not to exceed one page, which describes your interest in this position. Please include the position you are applying for in the subject line of the email.
2. Some candidates will be contacted by telephone to schedule a "first-round interview." Those not selected for a first-round interview will not be notified due to the large number of applications received throughout the year.

SAVE is an equal-opportunity employer.

