



## HOPE HARBOR POSITION DESCRIPTION

**JOB TITLE:** PREVENTION COORIDINATOR      **STATUS:** Full-time  
Nonexempt

**SUPERVISOR:** EXECUTIVE DIRECTOR

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The Prevention Coordinator is responsible for planning, preparing, and implementing prevention education programs relating to *Green Dot for High Schools* and *It's My Space*. Prevention Coordinator is expected to maintain working relationships with school contacts and to actively recruit new schools interested in receiving our programs. This position is directly accountable to and supervised by the Executive Director. The Prevention Coordinator is expected to adhere to the organizational and departmental policies as directed by the Executive Director.

### **RESPONSIBILITIES**

#### **1. Provision of Direct (Direct Services 90% of Position)**

##### **Green Dot Program**

- Maintain an active prevention schedule as a presenter, on your own and as directed by the Executive Director, to meet grant objectives required by funders.
- Prepare/Create the required training materials in a timely fashion prior to the implementation of the program including Classroom Modules, Bystander Training, and/or booster sessions.
- Contact and recruit potential clients for the *Green Dot* Program throughout the Barren River Area Development District (B.R.A.D.D) as capacity allows
- Assist in gathering and analyzing the surveys for the research component of the prevention programs.
- Coordinate the implementation and expansion of *Green Dot for High Schools* to students and the surrounding community.
- Attend KASAP Program Implementation Committee meetings monthly.
- Support ongoing initiatives and expansion of *Green Dot* including Community Level Activities and Health Equity components.
- Coordinate and participate in the service evaluation protocol for prevention programs as designed and approved by the KASAP Board of Directors.

##### **It's My Space Program**

- Maintain an active *It's My Space* schedule as a presenter, on your own and as directed by the Executive Director to meet grant objectives.
- Coordinate scheduling and implementation of *It's My Space* prevention initiative.

- Coordinate and participate in the service evaluation protocol for *It's My Space* as designed and approved by the KASAP Board of Directors.
- Support ongoing initiatives and expansion of *It's My Space* including Community Level Activities and Health Equity components.
- Assist in the preparation/creation of required materials for the program's implementation.

#### **Awareness Program**

- Assist the Community Educator in implementation of education presentations for schools and other organizations within the BRADD.
- Provide appropriate evaluations during programs and assist in compiling outcomes for given evaluations.

#### **Outreach**

- Assist with events for Sexual Assault Prevention Month and other outreach events throughout the B.R.A.D.D.
- Attend SAPM committee meetings as directed by the Executive Director
- Support the agency in assisting with outreach events throughout the year. (Minimum of **three** events per year)

### **2. Administrative Responsibilities (5% of position)**

- Maintain appropriate statistical/service information daily.
- Maintain appropriate records of community engagement programs scheduled and presented, and the demographic information for each program presented.
- Organize the promotional materials for all the programs implemented by the Education Department.
- Meet monthly with the Executive Director to update on progress toward goals and objectives.
- Attend departmental meetings once a month.
- Compile and enter demographic information for all the programs by the end of each month.

### **3. Other duties (5% of the position)**

- Travel to provide prevention education programs within the ten (10) counties in the Barren River Development District (i.e., schools, community partner locations, businesses, and others) and/or to community engagement activities.
- Assist with crisis intervention training for volunteers and new staff.
- Respond to crisis calls/texts or medical advocacy requests when other staff/volunteers are unavailable.

- Participate in the on-call back-up rotation for the crisis intervention program including crisis line/text line and medical advocacy services
- Other duties as assigned by the Executive Director

### **PRIOR QUALIFICATIONS**

- Bachelor's degree from an accredited college or university; or high school diploma and at least four (4) years of applicable experience.
- Commitment to work against discrimination of any protected status including, but not limited to race, color, religion, age, sex, sexual orientation, gender identity or expression, pregnancy, disability, national origin, or citizenship.
- No prior history of criminal behavior.

### **POSITION TRAINING REQUIREMENTS**

- Complete (8) hours of related training prior to any direct (client) services.
- Complete the required (40) hour Crisis Intervention Training within three months of hire.
- Participate in training regarding HIPAA related policies and procedures within 6 months of hire.
- Participate in at least eight (8) hours of continuing education annually relating to the field of sexual trauma but could require up to twelve (12) hours per funding requirements. The yearly continued education must include a minimum of (3) hours of anti-oppression related topics.
- Attend Green Dot High School Institute provided by Alteristic (4 full days) followed by the approval process guided by KASAP – Expected certification after the completion of the training is up to 2 months.
- Complete It's My Space Virtual Training followed by the approval process guided by KASAP – expected certification after the completion of the training is up to 2 months.
- Complete and maintain the certifications for all the training required by KASAP including the certifications for the evaluation processes.
- Complete annually approximately (2) hours of Kentucky Department of Juvenile Justice and Department of Corrections volunteer training to be compliant with Prison Rape Elimination Act (PREA).

### **POSITION QUALIFICATIONS & SPECIAL SKILLS**

- Proficiency in Microsoft Office, Zoom, Stratus Video Equipment and Pacific Interpreters Language Line, Google Classroom, and ease in adaptation to new technology.
- Create and design social media posts and other outreach materials using Canva or other assistive design programs.
- Ability to interface and engage with diverse populations.

- Ability to operate independently with minimal supervision.
- Excellent organizational and time management skills
- Excellent interpersonal and oral skills
- Ability to communicate frequently and clearly with the members of the organization.
- Works well in a team environment
- Proficient research and analytical skills
- Ability to foster relationships to ensure a supportive/collaborative environment with community partners.
- Commitment to learning the content of the various programs in a timely manner.
- Commitment to preserving the integrity and delivery of each program to ensure that each participant receives adequate and timely information.
- Ability to work at a brisk pace.
- Ability to work with people in crisis situations.
- Ability to work effectively under stress
- Commitment to developing self and others.

I have read and understand the above duties and responsibilities of this position and agree to abide by them. I understand that upon failure to perform the required duties, appropriate disciplinary action or termination will follow.

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Employee Signature

\_\_\_\_\_  
Date

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Executive Director Signature

\_\_\_\_\_  
Date