



POSITION POSTING

Date: July 2020

From: Antoinette Manuel, Executive Director

Position Title: **Child Abuse Prevention Coordinator (Non-Exempt)**
Full Time, 40 Hours Per Week

POSITION SUMMARY:

Under the direct supervision of the Executive Director, the Child Abuse Prevention Coordinator (CAP Coordinator) will provide administrative support to Placer County's Child Abuse Prevention Council (CAPC) and Prevention Network group. The Child Abuse Prevention Coordinator will work to provide data, determine best practices, and assist in the creation of a strategic plan for child abuse prevention in Placer County.

DISTINGUISHING CHARACTERISTICS

The CAP Coordinator serves as a full line to the Executive Director; in addition, the CAP Coordinator will be a member of KidsFirst leadership team and will exercise initiative and independent judgement. The CAP Coordinator may perform administrative and management projects and tasks for the Executive Director as assigned.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction and is subordinate to the Executive Director.

The CAP Coordinator does not provide direct supervision over personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Convene quarterly Child Abuse Prevention Council meetings and monthly Prevention Workgroups to gather information, data, best practices, and create a strategic plan for child abuse prevention.
- Work with CAPC Chair and/or county administrative staff to prepare agendas and meeting materials. Take minutes at all meetings and distribute to committee members.
- Outreach and Public Education on child abuse prevention, detection, and intervention.
- Coordinate community awareness events and facilitate two countywide community forums.
- Coordinate continuous quality improvement process related to prevention efforts, including providing county data to promote continuous learning and program adjustments to best practices.
- Recommend improvements in services for families and victims of child abuse based on data and best practices.
- Participate in collaborative efforts, such as the Placer Collaborative Network, First 5

Commission, Resilient Placer, Innovative Partnerships and Campaign for Community Wellness, and other activities that enhance effective, efficient service delivery systems.

- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Assist in coordination of Child Abuse Prevention Month activities and events
- Works closely with marketing and communication team to recommend social marketing ideas and strategies to promote child abuse prevention
- Build and maintain positive working relationships with co-workers, other agency employees and the public using principles of good customer service
- Perform related duties as assigned.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Two to three years' experience with group facilitation, trainings, and presentations, preparing and writing data reports. Experience working collaboratively with multidisciplinary professionals and community partners both internally and externally.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, human services, education, or a related field.

License or Certificate:

Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance, medical clearance including TB test, drug and fingerprint clearance is also required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State, and Federal laws, rules, and regulations.
- Principles and practices of non-profit administration, organization, programs and functions.
- Principles and techniques of administrative and organizational analysis, including performance measurements and workflow analysis and implementation.
- Written and oral report preparation.
- Office automation and management, computer systems and software, including word processing, spreadsheet, pdf and related applications.
- Office procedures, methods and administration.

Ability to:

- On a continuous basis, analyze technical reports; interpret and evaluate reports, understand and apply relevant laws, rules, regulations and codes; problem-solve issues; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods. Intermittently twist to reach equipment-surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift 10-15 lbs.

- Gain cooperation through discussion and persuasion.
- Use active listening and facilitation skills
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret, explain and apply agency, State, and Federal policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing, including the ability to make concise and persuasive public presentations.
- Establish and maintain effective working relationships with those contacted in the course of work, including diverse government and corporate agencies and community-based partners.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Represent the agency, prepare, and deliver oral presentations to small and large groups.

SALARY AND BENEFITS

Salary commensurate with experience beginning at \$28 per hr.; Benefits package includes medical, dental, vision and life insurance, Employee Assistance program, Paid Time off, sick leave, plus 15 holidays per year; Additional voluntary insurance offered; Employee contribution retirement savings program; This is a non-exempt position.

Location

Roseville and Auburn, California

Application Deadline

Submit resume and cover letter by Friday, August 7, 2020

Submit resume and cover letter to

Human Resources

tlier@kidsfirstnow.org

**** KidsFirst is an Equal Opportunity Employer ****

**** Smoke Free / Drug Free Work Environment ****