

**Job Summary:**

The job of School Community Liaison Prevention Education II is done for the purpose/s of building youth/adult partnerships involving students, parents, school personnel and community members in promoting healthy productive lifestyles among youth; to work with a county-wide youth council to add a youth voice to the prevention programs, and to assist the program manager in preparation and completion of reports required by funding sources.

**Essential Functions:**

- ▶ Collaborates with local youth leaders, local adult partners from law enforcement, and other public and private agencies for the purpose of promoting diversified involvement in creating safe communities and neighborhoods conducive to healthy child development.
- ▶ Coordinates activities for the purpose of effectively transitioning middle school students to the high school serving the area.
- ▶ Creates opportunities for young people to actively participate in planning, implementing, and evaluating school/community-based activities promoting safe environments and healthy lifestyles for the purpose of increasing the resiliency of young people and discouraging participation in behaviors that place their well-being at risk.
- ▶ Develops a base of adult community volunteers for the purpose of coordinating efforts with public and private agency resources.
- ▶ Develops/participates in local youth councils for the purpose of planning and conducting a program providing growth-enhancing activities for young people in the community.
- ▶ Involves students for the purpose of producing media and other promotional materials encouraging healthy lifestyles.
- ▶ Makes presentations to students for the purpose of informing participants about the negative effects of substance abuse, the use of tobacco products and gang participation.
- ▶ Makes presentations to parents, agency personnel and community members for the purpose of informing participants about the importance of youth development and building a community's developmental assets as two research-based approaches to increasing the resiliency of young people and discouraging personal risk behavior.
- ▶ Organizes service learning projects for students from diverse socio-economic and cultural backgrounds for the purpose of providing opportunities for students to make meaningful contributions to their community.
- ▶ Trains local adults to effectively partner with young people for the purpose of improving community life for all and promote drug/alcohol and tobacco-free living among young people.
- ▶ Collects and maintains all documentation required for monthly, quarterly and annual reports from all School Community Liaisons for the purpose of preparing reports required by funding sources.
- ▶ Prepares reports to present to the program manager for the purpose of fulfilling the required reporting time lines of grantors.
- ▶ Facilitates training for teachers and staff on the model programs offered to school districts for the purpose of improving the delivery of prevention services to students.
- ▶ Coordinates and facilitates a county-wide Youth Council for the purpose of improving youth involvement in prevention activities.
- ▶ Assists the program manager in the implementation of contractual objectives of Friday Night Live and Youth Development programs for the purpose of meeting grant obligations.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - work with students in grades 6-12;
  - work with students in alternative school settings;
  - operate standard office equipment;
  - keep records in a computer-based information system.
- ▶ **Knowledge of:**
  - regional, youth-targeted counseling and treatment resources for substance abuse;
  - service learning educational programs;
  - correct English usage, spelling, grammar and punctuation;
  - small group instructional strategies;
  - community service organizations;
  - state and federal reporting process.
- ▶ **Ability to:**
  - be self-directed;
  - work well with others;
  - work flexible hours as well as overtime, with compensation, if needed;
  - organize and use time effectively;
  - organize and conduct large group recreational activities;
  - keep accurate records;
  - communicate effectively both orally and in writing;
  - lift and carry 70-100 pounds, usually with assistance;
  - speak fluent Spanish or Hmong is preferred.

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 15% walking and 35% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Education Required:**

- ▶ Targeted job-related education that meets organization's prerequisite requirements.
- ▶ High school diploma or the equivalent.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.