



## Bilingual Youth Prevention and Education Services Advocate Job Description

**Job Title:** Youth Prevention and Education Services Advocate (YPE)

**Department:** Outreach, Education & Prevention

**Reports To:** Youth Prevention and Education Services Manager

**FLSA Status:** Full time (40 hours per week) Non Exempt

**Compensation:** \$43,680 - \$47,840

**Benefits:** Medical, Dental, Vision, 401K, Life Insurance

**To Apply:** Send cover letter and resumes to: [CarlaA@napanews.org](mailto:CarlaA@napanews.org)

### Agency Description

NEWS is honored to provide domestic violence and sexual abuse advocacy services throughout Napa County. Recognized as a distinguished and well respected nonprofit organization, NEWS believes that the pathways out of violence can be as individual as the people we serve. Our innovative programs and services reflect that belief. The agency was formed in 1981 to provide immediate safety assistance to people escaping violence. For 35+ years, NEWS has grown and expanded its services to include programs to address the whole person, including the needs of children who have been exposed to violence and abuse. Our team is grounded in the values of dignity and respect, both for those we serve and for ourselves. We are committed to continually working toward reducing domestic violence and sexual abuse, promoting healthy relationships and to building a violence free community for all.

### Position Summary

Outreach, prevention and education for youth are essential elements to ending violence in our community. The YPE position delivers vital programs within schools, partner agencies, and community groups throughout Napa County. The YPE advocate concentrates their efforts on reaching underserved, vulnerable populations, specifically within the most at-risk youth communities. In addition, this position provides services to the general public to help the community understand the dynamics of violence, promote healthy relationships and identify the resources needed for safety and support. It is important to note that you may come into contact with Domestic Violence and Sexual Abuse trauma survivors. You may interact with survivors as the traumatic incident is unfolding. These situations may require mandated reporting and advocacy.

### Primary Duties

- Present to large & small audiences to all ages; including teens, adults, & the senior community
- Facilitate public presentations, workshops and activities throughout Napa County
- Present NEWS Teen Dating Violence Prevention throughout Napa County
- Participate in Orange-4-Love Program for Teen Dating Violence Awareness
- Implement a series of year round Healthy Relationships workshops to youth
- Participate in youth-based outreach events
- Provide leadership and creativity in developing programs for children and youth throughout Napa
- Provide case management and resource expertise to clients
- Develop expertise in best practices for youth violence prevention
- Demonstrate and uphold a higher level of honesty and integrity
- Enter data & maintain records, documentation and statistics regarding all prevention efforts
- Participate in community meetings & maintain excellent public relations with community partners
- Support grant application process
- Participate in a variety of coalitions and committees related to youth violence prevention
- Participate in agency events as needed
- Flexible work hours



### **Education, Experience & Language Skills**

A degree in psychology, social work or family studies, or equivalent experience preferred. Experience working with vulnerable bicultural populations and nonprofit experience a plus. Ability to communicate clearly in writing and orally in Spanish & English, with strong organizational skills. Demonstrated ability to write reports, business correspondence, and procedures. Extremely comfortable publicly speaking to large groups and strong ability to relay information clearly and effectively.

### **Computer Skills, Certificates, Licenses, & Registrations**

Proven ability to work with a variety of programs including Word, Excel, Client Database, etc. 65-hour Domestic Violence and Sexual Assault Counselor Certificate (or attain after hire). Valid California Driver's License required and current vehicle registration. Other mandatory certifications as needed.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. Employee is required to talk and hear, and use hands and fingers to operate a computer and telephone keyboard. Employee may be required to help move small items less than 45 lbs.

### **Work Environment**

NEWS is dedicated to providing safety, hope, healing and empowerment for survivors of domestic and sexual abuse. Equally, NEWS is committed to promoting safe communities and social change through prevention, intervention, education, and advocacy throughout Napa County. It is our belief that in order to promote respect within the lives of those we serve, we must first start by respecting and honoring those we work with here at NEWS.

### **Equal Employment Opportunity**

NEWS is an equal opportunity employer. Federal and State laws and the Agency's policy prohibit employment discrimination against applicants for employment and employees on the basis of age, ancestry, sex/gender (including gender identity,) pregnancy, childbirth and related medical conditions, marital status, registered domestic partner status, medical condition related to cancer or genetic characteristic, national origin, physical or mental disability, race, religion, sexual orientation or veterans' status. Discrimination is also prohibited on the basis of a perception that a person has any of the above characteristics.

### **Intent of Job Description**

This description is intended to indicate the kinds of work duties that will be requires in this potion. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a familiar level or difficulty