

## **JOB DESCRIPTION**

**Job Title: Prevention Specialist**  
**Division: Community Services**  
**Reports to: Project Coordinator**  
**Status: Exempt/Full - Time**

### **ORGANIZATION MISSION STATEMENT**

Bienvenidos is a compassionate community of care dedicated to healing children, strengthening families and transforming communities.

Bienvenidos fulfills its mission by delivering a comprehensive array of services that empower children and their families, are culturally responsive, and are effective models of prevention and intervention. Bienvenidos strives to meet our families where they are, and give them the support and resources they need to become strong and resilient.

### **JOB EXPECTATIONS**

The Prevention Specialist is responsible for the day to day operations of the project and supervision of daily activities. Effective working relationships with participants, families, co-workers and collaborators is essential at all times.

The Prevention Coordinator will teach the evidence-based model select and provide direct services to youth and college-aged program participants. Facilitate workshops and manage outreach activities to the community. Assist with HIV and Hep testing referrals and tracking participant's participation with clinic staff. Schedule and maintain a tracking log for HIV and Hep pre and post counseling.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Carries out mission, vision and values established by the President/CEO and Board of Directors;
- Handle all correspondence related to project;
- Maintain office files and prepare materials as assigned;
- Assist with project meetings and the distribution of minutes to all project team members;
- Handle telephone, FAX and written communication effectively;
- Attend agency meetings and project meetings;
- Maintain such records as required including but not limited to billing, participant's surveys, tracking log of testing and counseling activities; and other records as required;
- Assist in preparation of monthly/quarterly project required reports;
- Attend training internally and externally to improve job duties and responsibilities;
- Maintain project supply inventory, order supplies, and promotional items;

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Los Angeles, CA 90022

- Assist Project Coordinator with outreach activities;
- Communicate ideas for improving project processes and provide monthly reports to the Project Coordinator on issues pertaining to participant's ongoing participation in the project;
- Complete reports and conduct participant surveys; and
- Perform other duties as deemed necessary for the fulfillment of project requirement as assigned by Project Coordinator/Community Services Division Director.

## **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

- High School degree or its equivalent and 4 or more years' experience as a Project Specialist or similar positions;
- Ability to type 60 wpm; ability to use word processor;
- Knowledge of the substance abuse prevention and HIV/ Hep testing; and familiarity with evidence-based programs;
- Demonstrated effective communication skills including verbal, written and presentation skills.
- Ability to work with diverse communities (ethnic, substance abuse, immigrants);
- Proven ability to work effectively both independently and in a team based environment;
- Demonstrated willingness to be flexible and adaptable to changing priorities with strong multi-tasking and organizational skills;
- Literate in MSWord, Excel, Office 365, and Outlook; and
- Bi-lingual in Spanish preferred

## **TRANSPORTATION**

If the use of a personal vehicle is necessary for Bienvenidos business, you will be responsible for keeping a mileage record and submitting it to your supervisor for reimbursement. Proof of current liability insurance on personal vehicle must be provided at the time of employment and when it expires. Personal vehicle insurance is the primary coverage in case you are in an accident in your vehicle while on business for Bienvenidos. (See Employee Handbook for more detail).

## **LANGUAGE ABILITY**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **WORK ENVIRONMENT- SOCIAL**

Employee shall work in a non-hostile work office environment. The employee is expected not to engage in any activity that unreasonably interferes with performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.

As an essential function of this position, the employee must be able to handle levels of stress satisfactorily and be congenial with other employees, clients, and other agencies at all times.

### **SPECIAL REQUIREMENTS**

- Must have a reliable automobile for use on the job (mileage to be reimbursed);
- Valid California Driver License;
- State required automobile insurance coverage;
- Subject to a criminal background check prior to employment;
- Class 3 Driver's License ,Good driving record; and
- TB clearance, to be renewed every two years.
- Good oral and written communication skills

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following lists physical demands an employee will perform on a regular basis: sitting, viewing a computer monitor, typing/keyboarding, reading, handwriting, talking and hearing, walking, standing, talking on the phone, and driving (vehicle). Approximately 50% of time is spent sitting, while frequently required to walk, stand and bend. Must be able to talk and hear well. Good vision is imperative.

The following lists physical demands an employee may perform on an occasional basis: lifting an average weight of 20 lbs., crouch/knee/stoop/crawl and reach with hands and arms.

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job any time.***

### **APPLICATION INSTRUCTIONS**

To apply, please email cover letter, resume, and application to **Recruitment@Bienvenidos.org** or Fax **(213) 785-5914**. In order to be considered, an application must be submitted. Applications can be obtained at the Bienvenidos website [www.bienvenidos.org](http://www.bienvenidos.org).

**Bienvenidos is an Equal Opportunity Employer**

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