



## **JOB DESCRIPTION**

<b><u>Job Title:</u></b>	<b>Prevention Specialist</b>
<b><u>Department/Program Name:</u></b>	Health and Wellness
<b><u>Salary:</u></b>	\$18 - \$23 per hour, DOE
<b><u>Classification:</u></b>	Temporary 0.80 FTE, non-exempt until December 31, 2017. Permanent, contingent upon continuation of grant funding.
<b><u>Start Date:</u></b>	August 1, 2017
<b><u>Hours/Benefits:</u></b>	30 hours per week with medical and dental benefits and sick and vacation paid time off
<b><u>Reports To:</u></b>	Health and Wellness Program Manager

### **AGENCY DESCRIPTION**

Based in San Francisco's Tenderloin District, the Vietnamese Youth Development Center (VYDC) is a multi-service agency offering services in employment and leadership training, education support and advocacy as well as individual and family counseling for immigrant and low-income youth and their families. The Center's programs help to divert youth by providing constructive activities that impact their world increase their individual and cultural pride as well as build community spirit. Founded over 40 years ago, VYDC serves over 500 young people of all background each year.

### **POSITION SUMMARY**

The Prevention Specialist is responsible for planning and implementing program related activities. These include facilitating health education workshops, peer support groups and organizing youth interactive activities for at risk and immigrant youth between the ages of 10-21. The goal is to prevent, delay or reduce the use and abuse of alcohol and other drugs (AOD) among Asian Pacific Islander youth, as well as promote their mental wellness and improve communications and relationships within their family unit. Goals are met through an array of culturally competent primary prevention and early intervention services and education implemented in a safe and welcoming environment for youth in the Tenderloin, Southeast Asian and at-risk youth throughout San Francisco.

### **JOB RESPONSIBILITIES**

1. Plan and facilitate health education and skill building workshops to youth and families on topics related to mental wellness, alcohol and other drug prevention.
2. Coordinate and implement program activities with program team, including policy and advocacy.
3. Develop and implement alcohol prevention projects.
4. Work with families to engage them in program activities and resources.
5. Conduct outreach to youth and families in community, schools, fairs, events, etc.
6. Develop collaborative relationships with youth, families, school personnel, community partners, and other key individuals to help meet the goals of the program.
7. Provide support and referrals to participants to other services and resources.

8. Enter data into online reporting system.
9. Maintain participant records, progress reports, evaluations, and all other program related documents.
10. Complete and submit program reports.
11. Attend grantee meetings, program trainings, professional development trainings and other meetings related to program.
12. Participate in planning and attending agency and program meetings, as well as agency-wide events such as Open House, Annual Social Mixer, Winter Celebration, and End of the Year Celebration.
13. Coordinate field trips and attend outreach events on few Saturdays throughout the year.
14. Other duties as assign by Supervisor and provide support on other agency related duties.

## **KNOWLEDGE AND QUALIFICATIONS**

1. Minimum of two-year-college in related field. Bachelor's degree preferred.
2. Minimum of 1 year in providing one-on-one services to youth or working in the youth development, or health area.
3. Minimum of 1 year experience providing health education to underserved communities of color.
4. Demonstrated knowledge of health education and AOD prevention methods
5. Demonstrated knowledge of mental wellness promotion
6. Strong interpersonal and communication skills, both one-on-one and in groups.
7. Strong commitment to the principles of adolescent health and youth empowerment.
8. Self-starting, self-motivated and able to work within a team and on multiple tasks.
9. Strong knowledge of services and programs for children, youth and families in San Francisco.
10. Strong passion for working with low-income children, youth and families.
11. Must have proficient computer skills.
12. Must be flexible for occasional outreach activities on certain weekends.
13. Ability to speak Vietnamese is highly desired.
14. A passion and commitment to the VYDC mission.
15. Fingerprinting and TB background check required.

**TO APPLY, Please submit a cover letter as to why you are interested in this position along with your resume via email or mail to Mory Chhom at [mory@vydc.org](mailto:mory@vydc.org) or VYDC, 166 Eddy Street, San Francisco, CA 94102.**

*We are an Equal Opportunity Employer and committed to embracing diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, disability, HIV/AIDS or veteran status.*

VYDC mission is to empower underserved Asian-Pacific Islander and urban youth with the knowledge and confidence to define their future and reach their full potential. We do this by developing leadership skills, supporting academics, providing job opportunities, and strengthening relationships with family and community.