

**A Vision for Health
Equity in Alameda
County**

Everyone in Alameda County – no matter who you are, where you live, how much money you make, or the color of your skin – can lead a healthy, fulfilling, and productive life.

Health.AlamedaCountyCA.gov/ACPHD



Violence Prevention Services Coordinator
(Program Services Coordinator - 6927)

Pay Rate: \$51.52–\$62.62 Hourly

DESCRIPTION

Under general direction, to coordinate the violence prevention services available for prioritized community groups and at-risk populations in Alameda County with particular reference to social services, health services, probation, research and development services, and services dealing with information and referral; and to do related work as required.

DISTINGUISHING FEATURES

Incumbents of this position will serve as liaisons between the County and community organizations, provide advice and assistance to strengthen existing agencies, locate gaps in services, develop plans for the provision of needed services, and evaluate initial requests for funding from public and private providers of services to identified groups. They report directly to the Violence Prevention Manager of the Alameda County Public Health Department Office of Violence Prevention.

EXAMPLES OF DUTIES

1. Provides leadership and advocacy on behalf of at-risk populations and other prioritized groups identified by the Office of Violence Prevention.
2. Acts as a Community-Based Organization Coach to serve communities disproportionately affected by violence and trauma. May make visits to community-based organizations and interview and evaluate clients' need for services.
3. Determines the need for health and/or social services for any of these prioritized groups.
4. Inventories the resources available to meet the needs of these groups and monitors and evaluates the effectiveness of the services provided by public and private agencies in meeting such needs.

5. Prepares contract documentation and processes requests for payment for professional service and related contracts; ensures that contract provisions are met and that appropriate approvals are received.
6. Prepares reports, procedures, and recommendations regarding projects or programs for target groups served.
7. Assists in providing an action plan designed to pool available and untapped resources of public and private agencies in order to strengthen or introduce new services for these specific prioritized groups.
8. Collects and disseminates information concerning the needs of these groups.
9. Provides training and technical assistance to community-based organizations that provide social services for at-risk individuals and prioritized groups served.
10. Serves as liaison for County with other departments and with various other state and local agencies and organizations which provide services for the specific prioritized groups being served.
11. Networks with foundations, corporations, and companies. Maintains records on community referrals.
12. Coordinates and participates with management team to develop revenue sources.
13. Perform other duties as required.

MINIMUM QUALIFICATIONS

Experience:

The equivalent of six years of experience in a human services field, including one year of experience performing duties involving community liaison or outreach functions or multiprogram coordination function. (A bachelor's degree in sociology or a closely related field may be substituted for the equivalent of four years of the required general experience. A master's degree in Social Welfare or a closely related field may be substituted for an additional year of experience.)

NOTE: Experience working with specific target groups may be required in the announcement of an examination.

License:

Possession of a valid California Motor Vehicle Operator's license.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND SKILLS

Knowledge of:

- Community-based organizations including public and private community resources, and the local business community.
- Federal and state legislation and regulations affecting community violence intervention, special populations (e.g. the elderly, the handicapped, non-English speaking people) or other key populations.
- Methods of strengthening existing viable services.
- Information and referral systems.

Ability to:

- Monitor and evaluate community-based programs providing services to the public.
- Develop and use needs assessments and establish measurable objectives for community programs.
- Analyze problems and situations to develop an appropriate course of action.
- Promote cooperative joint efforts among divergent groups, work effectively with others, and deal tactfully with sensitive problems involved divergent viewpoints.
- Communicate effectively in oral and written form.

ABOUT THE OFFICE OF VIOLENCE PREVENTION

Alameda County Public Health Department launched the Office of Violence Prevention to investigate, understand, and address violence through a public health approach focused on four areas: data collection, narrative change, policy advocacy, and advancing best practices. As the program's work progresses, efforts will focus on expanding Department capacity to prevent, intervene, and mitigate the impacts of violence in Alameda County. Additionally, Violence Prevention will work to assemble a countywide response that uplifts local and community-based organizations already engaged in violence prevention work.