Violence Prevention Program Specialist

Temporary Assistance Pool - 1 Vacancy

(Program Specialist – 0305)
Pay Rate: $37.02–$54.64 Hourly

Description

Under direction, provides program planning, technical assistance, review and evaluation functions to direct client service delivery programs provided by community-based organizations (CBOs), contract service providers and/or County staff in a wide variety of service areas. The individual assigned to this role will act as County liaison with service providers and funding sources and ensure that program regulations and procedures are followed; and perform related work as required.

DISTINGUISHING FEATURES

This professional-level class provides technical programmatic services in a wide variety of client service areas; however, all positions are typically characterized by the following elements:

- The need for technical knowledge in the service delivery area to which assigned;
- The fact that client services are provided by CBOs, other contract providers and/or County staff; and,
- The focus on responsibilities being related to program development and implementation.
Example of Duties

- Works under the direction of the Violence Prevention Manager to oversee implementation activities for the Office of Violence Prevention; this position supports the development of violence prevention pilots and general programming aimed at fostering community safety and resilience.
- Provides program planning, technical assistance, and evaluation; informs quality improvement efforts that promote client-led approaches to providing prevention and intervention services.
- Develops and modifies techniques and strategies to evaluate prevention pilot effectiveness and to determine the need for program modifications and/or new program development.
- Researches rapid reporting and crisis response alternatives, funding sources, service delivery organizations and other elements for possible program inclusion; evaluates alternatives, prepares reports and makes recommendations.
- Acts as the County liaison and provides coordination among community-based organizations and other service providers, County departments, State or other funding sources and community or business organizations; interacts with various planning councils or boards; answers questions and provides training and technical assistance as required.
- Monitors assigned program or programs; ensures compliance with contract provisions and funding source regulations; recommends and facilitates implementation of procedural and operational changes to maximize service delivery and revenue reimbursement.
- Compiles and maintains accurate records and files regarding program activities; prepares periodic and special statistical or narrative reports as required; may access multiple databases to prepare such reports.
- Negotiates contracts with service providers; ensures that contracts are renewed in a timely manner; prepares, distributes and follows up on contract documentation.
- Participates in departmental, Countywide and/or State planning processes; serves on a variety of committees and task forces.
- Analyzes changes in regulations; evaluates the impact upon program operations and drafts policy and procedure changes as required.
- Prepares a variety of correspondence, periodic and special reports, informational publications, program documentation, policies, procedures and other written materials.
- Operates a variety of standard office equipment including a word processor and/or computer; may drive a county or personal vehicle to make site visits and attend meetings.

Performs other duties as required.

Minimum Qualifications

Education:

The equivalent to graduation from an accredited four year college or university (180 quarter units or 120 semester units) with major coursework in business or public administration, a social
science or field related to the program area to which assigned.

(Additional experience as outlined below may be substituted for the education on a year-for-year basis.)

AND

Experience:

The equivalent to three years of full-time professional-level or supervisory work in the direct delivery of services to clients or the oversight of such services in the program area to which assigned, one year of which much have included program planning and evaluation, or in program administration, contract negotiations, grants management and similar financial services.

Substitution:

(Possession of a Master’s degree in business, public administration, social science or a related field to the program area which assigned from an accredited college or university, may be substituted for two years of the required experience.)

Licenses:

Specified positions may require possess of a valid California driver’s license. Specified positions may also require licensure or certification in the programmatic area to which assigned.

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

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.
How to Apply

1. Visit Alameda County’s Employment Center to fill out an Application Template: https://www.jobapscloud.com/Alameda/default.asp.
2. Save a PDF copy of your completed application for submission and send via email to the Office of Violence Prevention at PublicHealthOVP@acgov.org.