

# South Side Help Center

---

## JOB DESCRIPTION

---

**Agency Name:** South Side Help Center

**Project Name:** Family Violence Prevention  
Youth Development Program/Services

---

**Job Title:** **Prevention Specialist/Educator**

**Description of Duties:**

- Responsible for recruiting and enrolling community area youth between ages 10 and 17 in after school youth programs. This includes for elementary and middle school youth and high school students who will be involved in the peer education/CREATE program;
- Facilitate and implement workshops on subjects relating to the prevention of juvenile delinquency, pregnancy, violence, substance abuse including ATODs, HIV/AIDS/STD, abstinence, tobacco and other drugs for youth ages 10 to 17. Also provide education on interpersonal development and other youth related topics;
- Responsible for the maintenance of records, including client files, referral logs, reporting functions for grant funded programs;
- Identify and secure linkage agreements for Roseland area high schools and community-based organizations to receive violence prevention/ATOD workshops;
- Participate in agency-wide program and activities, as well as collaborative efforts with other agencies and networks;
- Responsible for establishing and maintaining a library with resources and information related to progress and success;
- Participate in program evaluation for the purpose of assessing program's success and improvement needs;
- Administer pre and post tests and surveys to measure outcomes;
- Other duties as assigned and required.

**Education Requirements:**

Bachelor of Arts highly desirable, however a minimum of two years undergraduate education is required.

**Education/Experience:**

Must have knowledge about prevention strategies, youth programming, curriculum development, and prevention recruitment implementation approaches. Must demonstrate cultural competence in working with the target population. Must have knowledge of ATOD education, skills and knowledge to work with adolescent pregnancy and parenting youth, and education about risk reduction factors for the target population. Must have knowledge about modes of transmission. Must have experience in conducting group sessions.

**Special Certificates or Licenses Required:**

Domestic Violence; Youth Development or related field.

**Starting Salary:** \$30,000 Annual

**Work Schedule:** Varies to coordinate with school program and related youth programs

**Days:** Monday thru Friday (some Saturdays required) **Hours:** Variable

All job inquiries and resumes/CVs must be emailed to [cba@southsidehelp.org](mailto:cba@southsidehelp.org). No phone calls will be accepted.