



**Passaic County  
Services Empowering Rights of Victims (SERV)**

**Job Title: Prevention Coordinator** *(Full-time)*

Location: 655 Broadway, Paterson, NJ

Reports to: Program Supervisor

Salary: \$45,500

Schedule: 35 hours per week. Some evenings required. Weekends as needed. Some 24/7 on-call coverage required.

**Center for Family Services**

Mission & Vision: The mission of Center For Family Services is to support and empower individuals, families, and communities to achieve a better life through vision, hope, and strength. The vision of Center For Family Services is for all people to lead capable, responsible, fulfilled lives in strong families and healthy communities.

**Goals & Values:**

1. To respect the dignity and worth of each individual by providing professional services with compassion and humility.
2. To provide direct services to individuals and families through therapy, education, counseling, shelter, support, and advocacy.
3. To ensure ethical and moral conduct at all times and in all relationships.
4. To honor diversity and to provide services with sensitivity to differences in race, culture, gender, language, age, religion, disability, and sexual orientation.
5. To ensure access to services through overcoming barriers, vigorous outreach, and service delivery in homes, schools, and the community.
6. To take a leadership role with other community members in planning and advocating to improve social conditions on a local, state, and national level.
7. To hold ourselves professionally accountable for our effectiveness by measuring the outcomes and impact of agency services.
8. To create a work environment that honors our staff as our most valuable resource.
9. To establish the agency as a continually learning, adaptive, and innovative organization that expands services to meet challenging community needs.
10. To maintain quality and excellence in all agency activities.

**Program**

Services Empowering Rights of Victims (SERV) provides support to victims and survivors of sexual violence, to help people in a journey toward healing and empowerment. SERV supports survivors through competence and empowerment and provides a safe space for all that encourages recovery and self-care. Our advocates protect the rights of survivors to ensure they are treated with compassion and dignity. Support is offered for the survivor and those close to them through 24/7 hotlines, online chat, crisis intervention, legal advocacy, education, and counseling and support groups. All services are free of charge, strictly confidential, culturally sensitive, and bilingual.

**Job Description**

The Prevention Specialist is responsible for the coordination, facilitation, and implementation of a comprehensive primary prevention program in the community. The Prevention Specialist is responsible

for providing direct services to victims of sexual and domestic violence as needed. The Prevention Specialist reports directly to the Program Coordinator.

### **Preferred Experience/Skills/Qualities**

- The Prevention Specialist must successfully complete the 40 hour New Jersey State Confidential Sexual Violence Advocacy Training, the 40 Domestic Violence Training provided by Services Empowering Rights of Victims (SERV), and the Green Dot Bystander Intervention Training.
- The Prevention Specialist must have experience working with people and demonstrated sensitivity toward the needs of victims.
- Effective verbal and written communication skills and public speaking is required.
- Effective verbal and written and communication in Spanish is preferred.
- The Prevention Specialist must be able to work collaboratively with other community organizations, including other sexual violence and domestic violence service providers, medical facilities, law enforcement and other governmental agencies, social service organizations and schools.
- A Bachelors Degree in communication, education, human services, criminal justice, or marketing is required. Experience may substitute for education on a year-to-year basis.

### **Duties and Responsibilities**

- Facilitate the county-wide Prevention Coalition and Workgroup meetings.
- Actively recruit new community members/organizations that can support the mission of the Coalition.
- Maintain ongoing communication with active Coalition members.
- Implement the full prevention program at selected sites, including Green Dot and Media Literacy.
- Assist with the development and ongoing prevention related activities, such as Denim Day and Social Norms Messaging.
- Provide training and assistance to volunteers and staff in conducting prevention presentations.
- Present Outreach Education programs about sexual violence and bystander intervention in schools, community centers, church groups, and social service agencies in the community.
- Maintain quarterly and monthly statistical reports.
- Coordinate with schools in conducting prevention programs.
- Maintain documentation on all prevention and education related activities, following state and agency guidelines.
- Assist with office procedures pertinent to the operations of the program.
- Some evenings required

### **Physical Requirements**

- Ability to lift up to 15 pounds

### **Benefits Summary**

#### **Full-time employees benefits:**

- Sign-on bonus
- Excellent paid time off (PTO) program, including paid vacation, sick, personal, and holiday
- Medical, dental, vision, prescription insurance plan options

- Life insurance plan options
- Flexible Spending Accounts
- 401k plan
- Tuition reimbursement
- Employee Assistance Plan (EAP)
- Health and wellness initiatives
- Training & professional development, including career advancement opportunities

**To Apply**

Click here: [Prevention Coordinator 5602](#)

Or copy/paste to your browser: <https://centerffs.e3applicants.com/careers/Prevention-Coordinator-5602-5394>