



Strengthening
Families.
Ending Child
Abuse.

Job Description

Position Title: HRSA Program Assistant

Department: Center for Youth Wellness

Reports to: Senior Clinical and Quality Operations Director

Location: 3450 3rd Street, Building 2, San Francisco, CA 94124

ABOUT THE ORGANIZATION

Safe & Sound is a children's advocacy organization working to prevent child abuse and reduce its devastating impact on the child, their family, and our entire community.

We have been a pioneer in the field of child abuse prevention, working within San Francisco for nearly 50 years. Recently, the organization has begun to expand its impact working throughout the state of California.

Child Abuse is a complex problem, but a preventable one. Our data-informed approach leverages three primary strategies: we empower children with knowledge and confidence; we support families providing resources and skills; we activate the community and the changemakers within it to create a thriving social safety net for children and their families.

The organization has an annual operating budget of approximately \$8 million and is supported by approximately 70 staff, interns, and more than 80 volunteers. Safe & Sound's headquarters is located in a historic firehouse in the Haight-Ashbury neighborhood of San Francisco, with a second office in the Bayview neighborhood.

Safe & Sound recently merged with The Center for Youth Wellness (CYW), a national leader in the effort to advance pediatric medicine, raise public awareness, and transform the way society responds to children exposed to Adverse Childhood Experiences (ACEs). Founded by California's first Surgeon General Dr. Nadine Burke Harris, CYW has created a national call to screen, treat, and heal ACEs and toxic stress.

More information is available at: www.safeandsound.org.

OVERALL SUMMARY

This position is responsible for providing program and administrative support to Safe & Sound's Trauma-Informed ACEs Screening and Intervention Evaluation (TASIE) project, a multi-year project funded by the US Health Resources & Services Administration (HRSA). This project requires coordination among three national partners and up to 20 clinical practices across the country, and will require a high level of attention to detail and initiative. This position will work up to fourteen (14) hours a week maximum and reports to the Senior Clinical and Quality Operations

Director.

ESSENTIAL FUNCTIONS

Administrative Support

- Communicate with project staff to set up project meetings with national partners and clinical practices.
- Collect and organize Request for Proposal applications.
- Communicate with participating clinics regarding monthly TeleECHO meetings, coaching calls, and office hours.
- Provide technical Zoom support in TeleECHO meetings, coaching calls and office hours as requested.
- Take notes in meetings and distribute to participants.
- Provide project and clinic communication as requested.
- Attend all other staff meetings and trainings as directed by the supervisor.

Undertake other duties as assigned.

ESSENTIAL QUALIFICATIONS

- At least three (3) or more years of relevant experience preferably in a non-profit social service environment.
- Proficiency in Google Suite (Gmail, Google Drive and Google Docs), Microsoft Office products (Word, Excel, PPT, etc.) and Zoom meetings and webinars.
- Ability to complete orientation of Adverse Childhood Experiences and toxic stress science, Protective Factors and Domains of Wellness.
- Ability to work independently and with minimal supervision.
- Ability to build effective working relationships with staff and partners, set clear expectations, and provide both positive and constructive feedback in a timely manner.
- Ability to work with diverse cultural backgrounds of colleagues and partners.
- Ability to prioritize work effectively in an environment with multiple competing priorities.
- Ability to work efficiently and effectively with representatives of a diverse array of clinics.

POSITION SPECIFICATIONS

- Part-time (14 hours per week maximum)
- Non-Exempt (i.e. hourly paid)
 - Specific work hours depend upon specific need and may change as needed
- Position will be reference-checked and fingerprinted

PHYSICAL REQUIREMENTS

- Typical Working Conditions
 - Standard office; heavy keyboard work; answering phones
- Equipment Used
 - Computer, phone, fax, copier.
- Essential Physical Tasks
 - Must be able to use standard computer keyboard and phone.

This position is funded through a federal grant with a projected end date of August 31, 2024. The position will end at the end of this funding availability. The base compensation for this position is \$25.00/hour and is **NOT** eligible for agency-sponsored benefits.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Safe & Sound is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation, or national origin.

Qualified candidates should submit a resume and a detailed cover letter to Human Resources at employment@safeandsound.org.

*During Shelter-In-Place orders for the city and county of San Francisco, most of the work may be done remotely. There may be times that would require coming into the office and all safety protocols will be in place if that is the case (wearing masks, social distancing, cleaning protocols, etc.). Meetings will be attended via Zoom unless otherwise specified.

**Beginning September 15, 2021: Safe & Sound implemented a Mandatory COVID-19 Testing Policy for all staff either to be fully vaccinated or, if they are unable to provide proof of full vaccination for any reason, they must provide weekly documentation on a negative COVID-19 test. This policy accompanies current CDC recommendations for Safe & Sound worksites including wearing masks indoors and maintaining social distancing practices regardless of vaccination status.

Should you be offered, and subsequently accept this position, it is expected that you will abide by this policy, in addition to other organizational policies.