

# YOLO COUNTY CHILDREN'S ALLIANCE & CHILD ABUSE PREVENTION COUNCIL

www.yolokids.org



## JOB ANNOUNCEMENT: Child Abuse Prevention Council (CAPC) Coordinator

- Part-time, 20 hours / week
- Wage: \$30/hour
- Location: Davis or West Sacramento
- Reports to: Director of Programs

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### SUMMARY:

Are you interested in working with one of the region's most innovative and exciting nonprofits serving children and families throughout Yolo County? Are you an excellent communicator with a talent for supporting people and running impactful programs? Yolo County Children's Alliance (YCCA) is seeking a Child Abuse Prevention Council Coordinator to act as backbone personnel support to the Yolo County Child Abuse Prevention Council, to support YCCA's Child Abuse Prevention work including coordinating with YCCA's other child and family serving programs, and supporting child abuse prevention efforts throughout Yolo county as outlined in essential duties and responsibilities.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

#### Child Abuse Prevention (CAP) Council

- Support leadership and members including assistance with meeting logistics, agendas, minutes, and relevant research
- Conduct research in areas of interest to the Council
- Develop summaries, reports, documents, and presentations
- Support CAP Council committees
- Lead special events and activities related to Child Abuse Prevention month in April

#### Yolo Family Strengthening Network (YFSN)

- Support leadership and members including assistance with meeting logistics, agendas, minutes, and relevant research
- Participate in meetings and with committees
- Support YFSN committees, events, activities
- Maintain current summary-list of Yolo Child and Family Initiatives

#### Evaluation

- Create surveys and evaluation tools to evaluate the work of the CAPC, the YFSN, and other Child Abuse Prevention activities
- Collect and analyze data
- Create and complete reports, including to funders

#### Participate in Meetings

- Innovative Partnerships of the Regional Child Abuse Prevention Council
- Resilient Yolo
- Yolo Fetal Infant Mortality Review and Child Death Review Team

### Additional Responsibilities

- Make presentations to a variety of audiences such as the Yolo County Board of Supervisors, local, regional and national colleagues, YCCA staff, and staff of other community based organizations
- Stay current on information, research, resources and developments in the field; disseminate to relevant audiences
- Develop relationships and maintain partnerships
- Develop materials and resources in support of Child Abuse Prevention and Family Strengthening
- Coordinate distribution to and use of Period of PURPLE Crying materials at Yolo county birthing hospitals
- Participate in YCCA events, staff meetings, Board meetings, and training

### **ESSENTIAL QUALIFICATIONS:**

- Strong written and verbal communication skills
- Personable and able to connect with diverse populations
- Highly organized and on-time
- Strong desire and ability to support other leaders in the field; responsive and sensitive to others' needs
- Strong background in prevention services including knowledge of family strengthening, child development, and parent-child attachment; knowledge of the 5 protective factors
- Knowledge of maternal-infant health and dynamics of child abuse and neglect
- Experience providing services to culturally diverse communities/families
- Proficient in Microsoft applications (excel, word, powerpoint, outlook) and online databases
- Familiarity with Yolo County
- Successful fingerprint and background check
- Ability to travel throughout the county, regionally, and state-wide (mileage/travel expenses reimbursed)

### **EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:**

Screening and selection of Child Abuse Prevention Council (CAPC) Coordinator includes consideration of characteristics including but not limited to:

- Education: Degree in public health or human services or fields related to working with children and families, plus 3 years of Program Management and / or leadership level experience.
- Proven success providing support to colleagues and other staff in stressful work environments. Specifically, proven success understanding and responding to their various needs.
- Experience in and proven success with similar and related work, including experience with program development
- Experience with family services that embrace the concepts of family-centered, strengths-based, and trauma informed service provision.

### **TO APPLY:**

Please submit an email with resume, a completed YCCA job application, a list of current references and a cover letter, as separate attachments to: [YCCAjobs@gmail.com](mailto:YCCAjobs@gmail.com). Write "Child Abuse Prevention Council (CAPC) Coordinator" in the subject line of your email. Your resume, application, references and cover letter must all be received, as attachments, in order to be considered. YCCA job application can be downloaded here: <https://www.yolokids.org/career-opportunities>

### **ABOUT YOLO COUNTY CHILDREN'S ALLIANCE:**

*The Yolo County Children's Alliance was established in 2002 by a resolution of the Yolo County Board of Supervisors as a way of addressing a number of community concerns that impact children and their families. The mission of the Yolo County Children's Alliance is to assess, coordinate and act to strengthen and support the continuum of prevention and intervention services and resources for children, youth and their families.*

*We Are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, national origin, age, sexual orientation, marital or veteran status, physical or mental disabilities, or any other legally protected status.*