



Houston Area Women's Center

## Violence Prevention Program Evaluator

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**Department:** Violence Prevention & Community Education

**Job Status:** Part-Time (20 hours)

**FLSA Status:** Non-Exempt

**Reports To:** Manager of Violence Preventions & Community Education

**Work Schedule:**

Flexible M - F, 8am to 4pm; based on participating school(s) needs each term (fall/spring/summer) and department needs

**Amount of Travel Required:** 50 - 75% (schedule-dependent)

### POSITION SUMMARY

Provide support to the HHSC-EIF Primary Prevention program by working closely with the Violence Prevention Manager and Violence Prevention Educator to evaluate progress towards program objectives and continuous quality improvement of program, including administering, collecting, and analyzing pre, post and retrospective evaluations as well as direct observations, information capture and data analysis of all program sessions.

### DUTIES AND RESPONSIBILITIES

- Under the guidance and approval of the Manager, provide support to the HHSC-EIF primary prevention program by direct, neutral classroom observation using existing evaluation protocols and rubrics for gathering qualitative and quantitative data, and, as directed creating new evaluation protocols and rubrics; transcribing and recording the collected data into required electronic formats/spreadsheets; analyzing that data to support progress towards objectives and evaluating success; and organizing and filing required paper records.
- Transcribe all evaluations and observation notes and documentation and upload data weekly
- Monitor data and progress towards program goals and continuous quality improvement and provide weekly updates to Manager; make recommendations to Manager as needed
- Write detailed end-of-each-term and annual evaluation reports; use/improve existing template to do so.
- Complete required grant reports in a timely and detailed fashion
- As needed, assist in developing and implementing systems for capturing data that allows progress towards desired outcomes to be measured, including developing spreadsheets that will be utilized to collect, enter and analyze data. Include use of logic model to help organize information and provide framework for planning and guidance in program implementation.
- Support Violence Prevention Educator(s) in collection of qualitative and quantitative data.
- Maintain professional competency and knowledge of best practices
- Initiate, retrieve, and respond to E-mail, voice mail, and written correspondence
- Participate in staff meetings.
- Complete related projects from the Manager as needed.
- Attend one professional state-wide primary prevention training annually.

- Report suspected and prior abuse/neglect to either Child Protective Services or Adult Protective Services, as mandated by state law.

## **POSITION QUALIFICATIONS**

### ***SKILLS & ABILITIES***

**Education:** Bachelor's degree in Social Work, Psychology, or research related field or equivalent experience

**Experience:** One to two years' experience working with multi-ethnic communities, preferably with youth

**Computer Skills:** High proficiency with Microsoft Office, with focus on ability to develop, maintain, alter Excel spreadsheets; proficiency in Microsoft Outlook

**Certificates & Licenses:**

### ***COMPETENCIES***

- Demonstrable experience of qualitative and quantitative social research techniques
- Ability to conduct quantitative and qualitative research and project assessment
- Knowledge of basic public health educational models and primary prevention strategies
- Demonstrate experience of developing, maintaining and manipulating spreadsheets and using other analytical tools for research purposes.
- Ability to speak effectively in public.
- Ability to speak and write clearly and concretely
- Ability to interact professionally with employees and the public at all levels
- Excellent customer service skills
- Ability to exercise good judgment and use critical thinking skills
- Analytical skills, with the ability to apply creative solutions to complex problems.
- Ability to prioritize and multi-task
- Ability to work effectively in an demanding work environment
- Ability to educate the community from a feminist/oppression perspective that includes empowerment, power differentials and gender issues
- Ability to manage conflicting priorities and make appropriate decisions in a crisis environment.
- Ability to take responsibility for decisions
- Ability to problem-solve using negotiation, and conflict resolution both intra- and inter-departmentally.

### **Other Requirements:**

- 1) Understanding and sensitivity towards issues of domestic and sexual violence as they relate to adults and children.
- 2) Ability to drive and have reliable transportation and a Texas driver's license

### **PHYSICAL DEMANDS**

- 1) Ability to stand for extended hours
- 2) Ability to lift a minimum of 25 lbs.

### **WORK ENVIRONMENT:**

**MISSION OF THE HOUSTON AREA WOMEN'S CENTER:** The Houston Area Women's Center helps individuals affected by domestic and sexual violence in their efforts to move their lives forward. We

provide shelter, counseling and advocacy to support them in building lives free from the effects of violence. We seek social change to end domestic and sexual violence through community awareness and education. Our services are confidential and available to everyone.

The primary work location for the incumbent in this position is at the target schools with whom we collaborate and at the Agency's Waugh location.

**ESSENTIAL FUNCTION STATEMENT:**

The Houston Area Women's Center has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**REVIEW AND APPROVAL:**

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

Prepared by: Martha Pacelli

Date: April 2017

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_