

SAUGUS PUBLIC SCHOOLS
SAUGUS, MASSACHUSETTS 01906

PLEASE POST

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October 22nd, 2009

JOB REFERENCE #2009-060

Title of Position: VIOLENCE PREVENTION SPECIALIST

Work Year: 2009-2010

Effective Date
of Employment: November 15, 2009 (up to 50 Weeks)

Salary: \$2,500 Stipend

Organizational Relationship
or Line of Authority: Directly responsible to, Building Principals and the
Superintendent of Schools.

Statement of Duties:

- Assess situations and needs of school age youths throughout the community.
- Work in cooperation through the Saugus community for the betterment of youths in the community
- Develop and implement activities and programs aimed at violence prevention
- Make outreach calls or visits on an as needed basis, targeting school age youths and young adults.
- Maintain necessary records and prepare written standard monthly status reports and submit special reports as required
- Keep accurate records including time, telephone contacts and meetings
- Assist in focus groups with youth
- Co-facilitate after-school program activities
- Provide consistent communication with Program Coordinator
- Network with the Saugus Public Schools, Police Department and other community agencies
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if

the work is similar, related or a logical assignment to the position

Qualifications:

- Post secondary degree in Counseling or Social Work preferred
- Demonstrated experience working with school age youth
- Experience in crisis intervention and domestic violence counseling
- Bilingual preferred
- Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable

Closing Date for Receipt of Application:

November 6, 2009

Job Reference Number:

#2009-060

Please reference Job Posting Number on Application and Letter of Intent to:

Judith A. Eldridge
Human Resource Manager
Saugus Public Schools
23 Main Street
Saugus, MA 01906

An Equal Opportunity Employer

Policy of the Saugus Public Schools and Federal Law forbids discrimination because of race, religion, age, sex, marital status, disability, or national origin.

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