

# Health, Adolescent Health/Office of Violence Prevention

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## *2019 Urban Scholars Position Description*

### **Job Duties**

#### *Graduate*

Scholar will be responsible for:

- Conducting focused interviews with staff/department heads in City Coordinator, Police, NCR, Fire, Regulatory Services and City Attorney's office to gather detailed information, outcomes and capacity of current non law enforcement strategies addressing violence prevention.
- Develop user friendly format to catalog information and update
- Assist as needed with planning and implementation of summer violence prevention activities
- Update external scan of violence prevention programs for youth and adults
- will be trained to provide presentations to community groups on the public health approach to youth violence.

### **Job Skills**

- Ability to do qualitative analysis: conduct key informant interviews
- Experience with writing summary reports and evaluating data
- Technical skills including Microsoft office, Excel, Power point
- Comfortable doing community engagement and oral presentations
- Ability to develop brief emails or memo