

# ACEs Aware

## VENTURA COUNTY

**Job Title:** ACEs Aware Ventura County (AAVC) Grant Coordinator Assistant

**Job Type:** Part-Time

**Wage:** \$15/hour

**Hours:** Monday-Friday, some weekends, variable hours

**About Us:** ACEs Aware is a statewide initiative co-led by the Office of the CA Surgeon General and the CA Department of Health Care Services. The Landon Pediatric Foundation was awarded a Provider Supplemental Training grant to train doctors in identifying, diagnosing, and treating patients that have experienced adverse childhood experiences (ACEs). This initiative targets the negative health outcomes of ACEs using a trauma-informed approach to patient care.

In fulfillment of this grant, our team is collaborating with the clinics in Ventura County and other community agencies to begin training medical providers and staff, implementing the screening tools into their clinical workflow, building a resource and referrals pathway, creating and maintaining a website for public reference, and developing a curriculum for a virtual lecture series.

**Grant Timeline:** Present - August, 2021

**Job Duties and Responsibilities:** The primary purpose of this role is to assist the Grant Coordinator in the day-to-day tasks of connecting with community agencies and medical providers, developing and advertising the ACEs Aware Ventura County Virtual Lecture Series, and offering creative ideas on how to promote the initiative to the Ventura County community and beyond, particularly given the current COVID-19 restrictions.

**Essential Duties:**

- Responsible for completing a 2-hour ACEs Aware training course.
- Responsible for becoming familiar with the initiative, the requirements, and the definitions of ACEs, trauma-informed care, toxic stress, and resiliency.
- Be aware of the official ACEs Aware grantee requirements and reporting instructions.
- Ability to work closely with the Grant Coordinator to fulfill the requirements of the grant.
- Ability to organize your own and the Grant Coordinator's schedules for meetings with partners.
- Ability to create agendas and take notes for weekly team meetings.
- Availability to meet in person when needed, following recommended COVID-19 safety guidelines.
- Availability to create and collect ACEs materials and products.
- Weekly social media engagement on AAVC platforms and ability to connect with other outreach groups.

**Better Help. Better Health. Better Hope.**

[www.acesawareventuracounty.org](http://www.acesawareventuracounty.org)  
[acesaware@ventura.org](mailto:acesaware@ventura.org)



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### Skills:

- Good communication skills
- Good organizational skills
- Good writing skills
- Good computer skills
- Well-versed in Google Suite, Microsoft Office, and online communication/video platforms
- Knowledge of or ability to learn web-design and learning management systems (LMS)

**Qualifications:** H.S. Degree or GED required, bachelor's level degree preferred

**Submit a current CV and cover letter to Emani Kelley at [acesaware@ventura.org](mailto:acesaware@ventura.org) for consideration in the virtual interview process.**

***Applications will be accepted until the position is filled.***

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