

CRIME VICTIM SERVICES
PREVENTION EDUCATOR
POSITION DESCRIPTION

LOCATION: Allen County/Putnam County
EMPLOYMENT STATUS: Full-Time Hourly
CLASSIFICATION: Non-Exempt

PREPORS TO: Director of Outreach & Prevention
POSITIONS SUPERVISED: None

POSITION PURPOSE

The Prevention Educator is a full-time position employed 32 hours per week to effectively deliver primary prevention curriculum in local middle and high schools for the purposes of cultivating a community free from violence and oppression, where consent and respect for one another is a central tenet. This is achieved by utilizing restorative justice practices, structured activities, and strategies implemented in multiple settings across the Social Ecological Model to not only address root causes of violence, but to change attitudes and behaviors of youth which result in healthier communities.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Implements violence prevention education utilizing all levels of the Spectrum of Prevention model with a trauma informed approach; adapts programs and services; assumes responsibility for achieving program outcomes, and; effectively and efficiently delivers violence prevention education to students and community members.
- Delivers educational programs for students, families, and staff; participates in interdisciplinary team meetings and community programs, disseminates materials and responds to questions involving teen dating violence, sexual violence and human trafficking.
- Participates in outreach and activities for Teen Dating Violence Awareness Month, Sexual Assault Awareness Month, and summer training series, with support and direction from the Prevention Coordinator and/or Director of Outreach & Prevention.
- Documents and maintains records of all activities in accordance with CVS and grant policies and procedures; updates records to ensure accuracy and completeness; ensures that records are maintained and kept in accordance with applicable privacy laws or other rules and regulations. Reports and collaborates effectively with all local county partners and assigned coalitions.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Crime Victim Services.

WORK ENVIRONMENT

The employee: works with and around chemicals found in an office environment; ascends or descends stairs; has contact with potentially violent or emotionally distraught persons; may periodically be exposed to chemicals/fumes from cleaning products and/or paint products.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to speak or hear, stand or sit for long periods of time, open filing cabinets, walk, stoop or bend, use hands to handle or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds and complete tasks requiring manual dexterity. May be required to travel to/from meetings while exposed to outside environment. Ability to drive a vehicle for travel is required for the position.

QUALIFICATIONS

Completion of Bachelor's Degree in Education, Public Health, Social Work or Psychology or related degree and/or High School Diploma with preferred experience working with junior high and/or high school students.

Knowledge of: sexual violence including: rape, sexual assault, teen dating violence, sexual harassment and stalking; human trafficking including: sex and labor trafficking, domestic and international trafficking, trafficking of minors; rape victim psychology; knowledge of k-12 education best practices; rape victim services; agency policies and procedures; public relations; community resources and services; rules, policies, and procedures*; CVS outcome and quality measures*; records management, safety practices and procedures; and office practices and procedures, and restorative justice principles. Successful candidates will be trained in the aforementioned areas.

Skill in: typing, word processing; computer operation, use of modern office equipment, motor vehicle operation, public presentation, classroom management

Ability to: exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; prepare accurate and error-free documentation; write instructions and specifications; communicate effectively; train or instruct others; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; travel to and gain access to work sites.

Licensure or Certification: Valid Driver's license, proof of insurance and pass a variety of criminal and civil background checks.

The above statements are intended to describe the essential functions of the job and the qualifications of the person assigned to it. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements. Reasonable accommodations may be required to assist individuals with disabilities.

This job description does not constitute a contract of employment. Employment is "at will" and may be terminated at any time.

Reviewed By: Employee's Signature

Date

Approval: Supervisor's Signature

Date