

**CRIME VICTIM SERVICES**  
**VIOLENCE PREVENTION EDUCATOR**  
**POSITION DESCRIPTION**

**LOCATION:** Allen County/Putnam County

**EMPLOYMENT STATUS:** Full-time

**CLASSIFICATION:** Non-Exempt

**POSITION REPORTS TO:** Violence Prevention  
Coordinator

**POSITIONS SUPERVISED:** Volunteers

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**POSITION PURPOSE**

The Violence Prevention Educator is responsible for training, educating and cultivating a culture of consent amongst youth, professionals, and community members by carrying out primary prevention curriculum in Allen and Putnam counties. The Violence Prevention Educator provides outreach and education to area professionals and to the community on services available for survivors. This position reports directly to the Violence Prevention Coordinator.

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**ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Assists in developing and implementing violence prevention education utilizing all levels of the Spectrum of Prevention model; reviews and adapts programs and services; assumes responsibility for achieving program outcomes, and; effectively and efficiently delivers violence prevention education to students and community members.
- Coordinates the delivery of teen dating violence prevention education in Allen and Putnam Counties; plans 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.
- Provides outreach and education to area professionals and the community as a whole on available services and resources for survivors of sexual violence, including the 24/7 crisis line, hospital response, court advocacy, mental health services and area support groups.
- Coordinates outreach and activities for Teen Dating Violence Awareness Month with support and direction from the Violence Prevention Coordinator and Day One Director.
- 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.
- Demonstrates regular and predictable attendance.

- 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. Is also responsible for assisting and advocating for victims to reach outcomes of property security and personal safety, emotional and physical healing, justice process knowledge and participation, and financial recovery and restitution.

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## 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.

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## 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; education techniques; rape victim services; agency policies and procedures; public relations; community resources and services; rules, policies, and procedures\*; CVS outcome and quality measures\*; records management, employee training and development; supervisory principles and practices; safety practices and procedures; and office practices and procedures.

**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.**

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*Reviewed By:    Employee’s Signature*

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*Date*

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*Approval:        Supervisor’s Signature*

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*Date*