

SOUTHERN ARIZONA CENTER AGAINST SEXUAL ASSAULT

Position Description

Position Title: Prevention Educator

Reports to: Director of Community Prevention, Education and Outreach

FLSA Classification: Exempt, full-time

Department: Community Prevention, Education and Outreach **Grade:** 15

Reviewed by: Executive Director **Review Date:** 4/4/08

JOB SUMMARY:

Under the supervision of the Director of Community Prevention, Education and Outreach, the Prevention Educator is responsible for providing sexual violence information and education to presentation participants and the community at large.

ESSENTIAL FUNCTIONS:

1. Present and promote sexual violence education to community.
 - a. Provide leadership and implement sexual violence prevention education programs
 - b. Develop and write program curriculum, revise as needed.
 - b. Evaluate effectiveness of program.
 - c. Comply with program outcomes and objectives.
 - d. Respond appropriately to disclosures of sexual violence, including making mandated reports and/or refer.
 - e. Work with Director of Community Prevention Education and Outreach to identify education/outreach needs of community and ensure continuity of educational message.
 - f. Distribute literature (brochures, pamphlets) to requesting agencies/individuals.
 - g. Represent agency at information booths, fairs and community events.
 - h. Represent agency at community meetings and forums.
 - i. Participate in the promotion and publicity of the department and agency services.
2. Assist in developing Prevention Education program.
 - a. Assist in assessment of community need for education.
 - b. Assist in the development, revision and writing of curricula to meet community needs.
 - c. Develop population specific and culturally appropriate resource and educational materials.
 - d. Assist in maintaining updated program curricula books and computer files.
 - e. Identify tools, techniques, and technologies for improving delivery of information.
3. Provide program support.
 - a. Maintain accurate records of program activities.
 - b. Research literature in field and share information with agency staff: studies, articles, and other resources.
 - c. Research and review resources in field, including video, books, and other agencies' materials.
 - d. Participate in professional and program development activities such as ongoing education, conferences, and training.
4. Assist in funding and grant proposal writing and contract compliance as directed by Director of Community Prevention Education and Outreach.
 - a. Assist in the writing of funding and grant proposals.
 - b. Assist in the writing of program grant reports.
5. Support agency programs and departments.
 - a. Attend team meetings, all-staff meetings, volunteer board committee meetings, and other meetings as requested.
 - b. Participate in Southern Arizona Center Against Sexual Assault teams as directed by Program Director to achieve agency and department goals.
7. Other duties as assigned by the Director of Community Prevention Education and Outreach.

EDUCATION AND EXPERIENCE:

1. Holds a Bachelor’s degree from an accredited college or university in education, behavioral health sciences, public health or related field. Experience may meet the qualifications of a formal degree.
2. Experience in teaching, public speaking and training.
3. Experience in curriculum writing and the development of educational tools preferred.
4. Experience in community outreach.

SPECIAL ABILITIES AND KNOWLEDGE:

1. Knowledge of sexual assault, interpersonal violence, human sexuality, and developmental issues for children, adolescents, and adults.
2. Knowledge of southern Arizona community resources.
3. Knowledge of prevention methodology and public health models.
4. Knowledge of community development theory and practice.
5. Experience working with youth.
6. Proficient in using computers for communication, research, word processing, and desktop publishing.
7. Ability to work effectively and sensitively with individuals with various cultures and values.
8. Excellent verbal and written communication skills.
9. High level of reliability and accountability for work and time management.
10. High level of initiative and independent decision making skills.
11. Bilingual Spanish/English (oral and written) highly preferred.

PERSONAL CHARACTERISTICS:

1. Flexibility regarding work schedule, including early mornings, late evenings, weekends and overnight trips.
2. Well-developed interpersonal skills.
3. Strong reasoning abilities.
4. Pro-active and well organized.
5. Demonstrates the ability to work independently and with limited supervision.

ORGANIZATIONAL RELATIONSHIPS:

1. Role is related to multiple functions of organization.
2. Reports to and is accountable to Director of Community Prevention Education and Outreach
3. Collaborates with staff

OTHER REQUIREMENTS:

1. Must maintain a valid Arizona’s driver’s license, reliable transportation and a home or cellular telephone.
2. Must be able to work flexible hours, including evenings and weekends as the position requires.
3. Ability to obtain fingerprint and criminal background clearance check.
4. Obtain TB screening

I acknowledge receipt of a copy of this job description and understand that I am willing and able to perform the duties as outlined.

Signature

Date