

EASTLAND COUNTY CRISIS CENTER INC.

CRIME VICTIM ASSISTANCE CENTER AND EASTLAND COUNTY CHILDREN'S ADVOCACY CENTER

Job Description Form

Job Title	Prevention Educator	
Reports to	Executive Director	Effective: Sept 1, 2021
Division/Department	Crime Victim Assistance Center	
Location	Eastland	

Level/Grade	Type of position: Option to go full time in September <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

- ◆ Position primarily works in the Crime Victims Assistance Center, with approximately 66% of time on sexual assault services and is responsible for completing work within ethical standards, professional guidelines, agency policies, including confidentiality and a victim-centered approach to service delivery
- ◆ Create and present structured education and professional training programs and local community outreach events including: making copies, entering in presentation data, assembling education packets and community outreach materials, and attending and presenting and/or assisting with education and training programs and completing grant required statistical reports
- ◆ Coordinate, establish and implement primary prevention strategies, curricula and activities
- ◆ Meet agency goals and targets for number of structured education programs and participants each fiscal year
- ◆ Serve as agency liaison to local independent school districts
- ◆ Development and coordination of advocate training program, including applying for certification renewal from OAG's office, arranging appropriate guest speakers, assisting COS in facilitation, and scheduling guests and attendees.
- ◆ Provide direct services to clients / victims, including but not limited to:
 - Providing clients with safety planning, advocacy, accompaniment, resource assistance, and empowerment
 - Serving on agency on call calendar as scheduled presentations allow
 - Providing follow-up services by establishing contact with and providing support for primary and secondary clients
 - Answering hotline calls during business hours and after hours as needed
- ◆ Complete any additional duties as assigned by the Executive Director

WORK EXPERIENCE AND SKILL REQUIREMENTS

- ◆ Desire to provide advocacy to victims
- ◆ Proficient in using Microsoft Office Programs
- ◆ Prefer proficiency in web/social media page development
- ◆ Must have a valid driver's license and maintain current auto insurance.
- ◆ Prefer work or volunteer experience in a related field
- ◆ Prefer bilingual Spanish/English abilities
- ◆ Must be able to lift and move boxes/materials weighing up to 20 lbs.
- ◆ Prefer BA or BS degree or equivalent degree in related field

EDUCATION REQUIREMENTS

- ◆ Qualified applicants should have a minimum of a high school diploma or GED, and a minimum of 15 college credit hours

REVIEWED BY

Title:

APPROVED BY

Title: