

WOMEN HELPING WOMEN JOB DESCRIPTION

POSITION TITLE: Prevention Educator

FUNCTION: Provides primary prevention programming including school-based dating and sexual violence prevention education and healthy relationship programming to adults who work with youth, including and specifically to male coaches of male athletes. Includes curriculum/presentation development, scheduling and outreach, program implementation, and program evaluation. Works consistently within the mission statement of the agency.

QUALIFICATIONS: BA/BS in Human Service Related Field or equivalent education/experience plus 2 years' experience in agency issues (power-based personal violence prevention and advocacy, community and relationship building) required. 1 to 2 years' experience in field (Sexual Assault, Domestic and Dating Violence prevention and advocacy) preferred. Demonstrated ability to deliver training / education required. Experience in relationship and coalition building preferred. Computer literacy (MS Office, databases, email, etc.) required.

RESPONSIBILITIES & EXPECTATIONS:

Programming

- Participates in the design and development of age and setting-appropriate prevention programs based on needs assessments for middle and high schools.
- Initiates, plans and delivers approved education and prevention programs to schools, community members, and professionals.
- Effectively links persons who identify themselves as in need of assistance during prevention programs to appropriate staff at WHW or other community organizations.
- Identifies and collaborates with schools and youth and young adult serving programs to provide education and prevention programs.
- Collects demographic and outcomes information and enters into database.
- Provides input to development, implementation and continuous improvement of program goals.
- Maintains skills and awareness of current trends in the field; participates in any training / in-service recommended to stay current in field.
- Demonstrates awareness of program and/or participant needs when providing services.
- Provides services and/or performs duties in a manner which is consistent with agency philosophy. All performance with respect to all individuals - both within and outside of the agency - is conducted in a manner which affirms the value of diversity and which is respectful of others in regards to gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation.

Outcome Analysis of Programs & Continuous Improvement

- Maintains highly accurate records / reporting systems / statistics and submits on time (e.g. documentation for WHW, for funders, for partner agencies).
- Participates in the on-going process of evaluation and revising policies, procedures, and forms as appropriate.
- Maintains file information that is usable and accessible to colleagues.

Agency Teamwork

- Establishes effective and professional working relationships with coworkers, volunteers, interns, donors, and board members.
- Participates in any additional training and development opportunities provided by the agency.
- Provides training, support, and evaluation of volunteer and interns assigned to this position.
- Participates actively in Agency meetings and functions.
- Participates actively in supervision, keeping supervisor informed of challenging and/or ongoing issues.

Community Leadership

- Develops and maintains effective, professional, and collaborative relationships with others in the community.
- Collaborates with other Agency staff to ensure the provision of prevention is coordinated with other community partners.
- Exercises discretion when representing the agency and maintains confidentiality in interactions within community as appropriate.
- Consistency advances the agency and promotes positive public relations.
- Affirms the value of diversity, and is respectful of others in regards to/ does not discriminate based on gender identity, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation.

OTHER REQUIREMENTS: To facilitate Agency effectiveness, may be expected to take on other duties assigned. Availability of transportation in order to provide service in the community is required.

ACCOUNTABILITY: Prevention Coordinator
TIME COMMITMENT: Full Time
PAY BASIS: Hourly
BENEFITS: As stated in the current Human Resources Policies

CONFIDENTIALITY: May be involved in confidential personnel, and interagency issues. Responsible for client confidentiality.

Women Helping Women complies with applicable laws requiring reasonable accommodations for individuals with disabilities.

9/17, 11/18