

FAMILY VIOLENCE PREVENTION CENTER POSITION DESCRIPTION

JOB TITLE: Prevention Specialist

EXPECTATIONS OF ALL EMPLOYEES

Support the Family Violence Prevention Center's mission and values by exhibiting the following behaviors: confidentiality and respect for all clients, service excellence and job competence, collaboration and a team player, and commitment to our community.

POSITION SUMMARY

The Prevention Specialist provides school-based dating and domestic violence classes in Greene County schools under the direct of the Prevention Coordinator. This position is responsible for understanding and promoting the mission and values of the Family Violence Prevention Center. This is an exempt professional position.

ESSENTIAL RESPONSIBILITIES

1. Plan, coordinate, and implement an ongoing in-school Dating and Domestic Violence Prevention Education Program throughout the school year
 - Maintain up-to-date Contact list in outlook with current information regarding teachers, schools, classrooms, addresses, phone numbers, administration, and contact information for agency use;
 - Maintain appropriate, up-to-date documentation on high-risk youth identified for further investigation or referral, disposition of case and discuss cases weekly with Supervisor;
 - Develop training materials and provide training for teachers, guidance counselors, and school administrators in recognizing characteristics and signs of domestic violence, alternatives to assist families facing domestic violence, and methods of working with parents and students who are experiencing domestic violence;
 - Maintain records of in-service training conduct with teaching staff;
 - Prepare and make presentations in classrooms regarding domestic violence, child abuse and neglect, dating violence, sexual harassment, and preventing future violent relationships;
 - Coordinate, promote and implement Walk a Mile in Their Shoes with Community Relations Coordinator.
 - Follow up on requests by teachers or students for individual consultation;
 - Collect and compile statistics on prevention activities for reporting.

2. Secondary responsibilities
 - Prepare and make speeches to community groups, and assist with community education and outreach efforts, as needed;
 - Participate in weekly supervision, special staff meetings, or in-service training as assigned by the agency Director;
 - Represent the agency in the educational sector of the community;
 - Drive a vehicle and travel throughout the community;
 - Maintain appropriate licensure/certification;
 - Adhere to all agency policies and procedures; and
 - Other duties, as assigned.

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ABILITIES, SKILLS, AND BEHAVIORS

- Familiarity with child and adolescent development and the ability to incorporate this knowledge in children's programming and counseling
- Ability to plan, coordinate, and implement children's educational and therapeutic recreational activities
- Ability to document case recordings and service statistics accurately and completely
- Ability to develop and write materials for use in school systems
- Ability to communicate with people of varying social, economic, and racial backgrounds through both written and verbal means
- Ability to make public presentations and to communicate clearly and effectively with the public
- Knowledge of community resources and their relationship to client needs
- Ability to coordinate effectively in a team approach with other staff members
- Ability to maintain confidentiality

PHYSICAL DEMANDS

While performing the duties of this job, the employee is typically required to sit, stand, bend, and lift. Position requires that the employee must be able to drive a vehicle and to stand for prolonged periods of time. Must be able to see, hear, speak, and feel. Must be able to walk one mile. Must be able to lift up to 40 lbs.

WORK ENVIRONMENT

Work is generally indoors and involves travel to various locations throughout the County/State for Events. Conditions for public speaking events vary widely but are generally based in a school environment.

SUPERVISES: None

SUPERVISED BY: Prevention Coordinator

QUALIFICATIONS

Bachelor's degree in Social Work, Education, or related field, plus 1 years experience in public speaking or education. Master's degree preferred. To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NORMAL WORK HOURS

40 hours per week, including some evenings and weekends and others as required. This position is a nine month position.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____