



Job Description

PREVENTION EDUCATOR

DEPARTMENT: Prevention Education
REPORTS TO: Prevention Education Coordinator
HOURS/STATUS: Full time

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

POSITION SUMMARY

The Prevention Educator is responsible for working under the supervision of the Prevention Education Coordinator to plan and conduct dating and domestic violence education in schools, colleges and at community-based agencies. This position is funded by grant support. A significant portion of this role will include meeting the metrics of the grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

COMMUNITY ENGAGEMENT, EDUCATION AND PREVENTION

- Establish and maintain relationships with local schools systems, colleges and community-based agencies to provide trauma-informed education materials and training about dating and domestic violence prevention, and awareness of Willow's services.
- Functions as a representative of Willow Domestic Violence Center in schools and with community organizations including but not limited to attending meetings, tabling and public speaking on issues of violence prevention.
- Collaborates with the team on program planning, curriculum development and youth engagement strategies.
- Assists the team in monitoring best practice trends in the field of violence prevention education and contributes ideas to enhance program quality and relevance to youth audiences.
- Accepts referrals and works collaboratively with Willow's Community Programs staff to fully address the needs of individuals and families requiring our services.
- Provide safety planning and support to individuals who disclose they are victims of domestic violence, dating violence, sexual assault and/or stalking.
- Maintain knowledge of community resources and refers youth, families and school personnel to resources as needed.
- Maintain program statistics and monitor outcomes.
- Assist in recruiting and overseeing prevention education interns and ambassadors.

JUSTICE FOR FAMILIES INITIATIVE

- Responsible for managing and fulfilling deliverables of Justice for Families grants secured by the agency.
- Serve as a key member, and primary point of contact, for the Planning and Implementation Committee of the Justice for Families collaborative.
- Plan and conduct dating and domestic violence education in schools, colleges and at community-based agencies.
- Provide technical assistance, guidance and support in the implementation of this project, participating in all strategic planning activities and working with partners to ensure all goals and deliverables of the grant are met.
- Consult and assist in program development and training efforts, including the development of trauma-informed training and education materials, and assist with cross-agency collaboration.
- Offer mentoring, programs and trainings through this project to communities in New York that lack supervised visitation programs in domestic violence cases.
- Build upon existing initiatives to focus outreach and enhance services to marginalized populations. (e.g. the deaf community, the refugee community, the non-English speaking community)
- Accept referrals from the courts and other community partners, and work collaboratively to fully address the needs of families dealing with domestic violence.

- Maintain program statistics, monitor outcomes for the purpose of quality assurance and program effectiveness, and complete reports required by the funder.

OTHER DUTIES

- Complete all functions in an ethically and culturally competent manner.
- Pursues professional development.
- Attends meetings as requested.
- Other duties as assigned supporting agency goals, mission, vision, values and strategic plan.

QUALIFICATIONS

EDUCATION: Bachelor's Degree in Health Education, Social Work, Human Services or related field required, or five years of related field experience. (Master's Degree preferred.)

EXPERIENCE AND/OR TRAINING:

- Minimum of 3 years of education/training experience.
- Experience in public speaking to various size groups.
- Experience in group facilitation and engaging groups and youth in educational settings.
- Working knowledge and/or training in domestic/dating violence, sexual assault, stalking, and ACES.
- Experience facilitating discussion around complicated subjects such as dating and sexuality, with both youth and adults preferred.
- Curriculum design and lesson planning experience preferred.

COGNITIVE DEMANDS:

- Must be able to communicate in a professional manner with a variety of people.
- Must be able to self-motivate and work independently.
- Must be able to resolve problems, handle conflicts, be adaptable and flexible and make effective decisions under pressure.
- Frequently called upon to handle difficult situations in school or community settings.

PHYSICAL DEMANDS:

- Ability to sit, stand, bend, reach, climb stairs, and the manual dexterity to operate standard office machines such as, computers, projectors, fax machines, copiers and telephones.
- Some nights and/or weekends required for community outreach and training.
- Must be able to lift/carry presentation materials up to 30 lbs.
- Must be adaptable to changing instructional approaches as needed, sometimes in the moment.
- Frequent (daily) local travel required to schools and meeting spaces across our service area (primarily in Monroe County).
- Must be able to move about a variety of venues including office buildings, classrooms, auditoriums, conference rooms, etc.
- Employee may be required to share an office space.

SKILLS:

- Strong time management, oral and written communication and organizational skills.
- An ability to integrate diversified functions.
- Understanding, influencing, and serving others are important attributes in this position.
- Must display a high degree of professionalism and ability to work independently.

OTHER: Must possess a current NYS driver's license that is not in jeopardy of being revoked, and have a reliable vehicle.

HOW TO APPLY

Submit cover letter and resume by mail, email or fax:

◦Mail: P.O. Box 39601, Rochester, NY 14604 ◦ Email: HR@willowcenterny.org
◦Fax: 585.232.3501

Be sure to indicate which position and desired shift you are applying for in the subject line.

No phone calls please.

We offer a generous benefits package including health, dental, and vision insurance, paid time off, and 401k.

Willow Domestic Violence Center is an Equal Opportunity Employer