



Job Description

PREVENTION EDUCATOR

DEPARTMENT: Prevention Education
REPORTS TO: Director of Prevention Education
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 Director of Prevention Education to plan and conduct dating and domestic violence education in schools, colleges and at community-based agencies throughout Monroe County. The Prevention Educator is also responsible for mobile outreach to clients and groups and facilitating mobile groups in the community.

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;
 - Serve as a representative of Willow by attending meetings, tabling and public speaking on issues of violence prevention;
 - Respond to crisis situations with individuals, families and within other agencies/organizations.
 - Maintains knowledge of community resources and refers youth, families and school personnel to resources as needed.
- Collaborates with the Prevention Education 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;
 - Assist in maintaining program statistics and monitoring program outcomes for the purpose of quality assurance and program effectiveness;Collaborates with the team on internal program and training planning and facilitation within the agency.
- Accepts referrals and works collaboratively with Willow's Advocacy Program staff to fully address the needs of individuals and families requiring Willow's services (does not hold a case load).
 - Provide safety planning and support to individuals who disclose they are victims of domestic violence, dating violence, sexual assault and/or stalking;
 - Assists in response to clients in crisis in the community and within the agency (including on hotline) on an as needed basis.
 - Facilitates client groups and mobile groups within the community.
- Assist in managing and fulfilling deliverables of grants secured by the agency.

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.
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QUALIFICATIONS

EDUCATION: Bachelor's Degree in Health Education, Social Work, Human Services or related field required, or two years of related field experience.

EXPERIENCE AND/OR TRAINING:

- Minimum of 2 years of education/training experience.
- Must have experience and comfort in public speaking to various sized 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, harassment 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 in-person, over the phone and virtually.
- Must be able to self-start projects, 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.
- Availability for early mornings (school schedule), 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 or email:

◦ **Mail:** P.O. Box 39601, Rochester, NY 14604

◦ **Email:** HR@willowcenterny.org

Be sure to indicate which position you are applying for in the subject line. No phone calls please.

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

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.