

Job Description

PREVENTION EDUCATOR

JOB SUMMARY

The Prevention Educator is responsible for working under the supervision of the Director of Prevention Education to schedule, plan and facilitate education around dating and domestic violence within the community. In collaboration with the team, the Prevention Educator will facilitate education within K-12 schools, institutions of higher education and at community-based agencies and organizations throughout Monroe County and the region. The ideal candidate for this position will be a candidate who can adapt to various environments and audiences, who is flexible, creative and quick on their feet, and someone who has the ability to maintain motivation and work independently. The schedule for this position is 37.5 hours per week, some early morning, evenings and weekends required occasionally, at a pay range of \$18-\$21 per hour.

ESSENTIAL DUTIES AND RESPONSIBILITIES

COMMUNITY ENGAGEMENT AND EDUCATION

- Establish and maintain relationships with local K-12 schools systems, institutions of higher education and community-based agencies and organizations to provide trauma-informed education around dating and domestic violence and awareness of Willow's services.
- Functions as a representative of Willow Domestic Violence Center within the community including, but not limited to, attending meetings, tabling events, third party events and fundraisers, and public speaking on issues of violence prevention.
- Collaborates with the Prevention Team on program planning, curriculum development, curriculum assessment 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.
- Maintains working knowledge of community resources and refers youth, families, professionals and community members to resources as needed and appropriate.
- Assists in maintaining program statistics and monitoring program outcomes for the purpose of quality assurance and program effectiveness.
- Collaborates with the Prevention Team on training and education internally for Willow staff members.
- Assists the Development Team in planning, supporting and attending agency events and fundraisers including, but not limited to, Walk With Willow and Holiday Programming.

ADVOCACY

- Provide safety planning and support to individuals who disclose they are victims of domestic violence, dating violence, sexual assault and/or stalking.
- Responds to and meets with individuals and community partners off-site in safe locations to provide support, crises intervention, safety planning, domestic violence education, and advocacy.
- May be assigned to facilitate client and mobile education groups in the community.

OTHER DUTIES AS ASSIGNED

- 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.

REQUIRED 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.
 - Bilingual (Spanish) preferred.
 - 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.

ADDITIONAL INFORMATION

- ✔ Department: Prevention Education
- ✔ Location: Strong Todd Building
- ✔ Reports to: Director of Prevention Education
- ✔ Hours/Status: Non-Exempt

Must be able to work early morning for the start of school around 7:15am, evenings and weekends when necessary.

HOW TO APPLY

Submit cover letter and resume by mail, 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 an Equal Opportunity Employer

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.