

## Job Description

### PREVENTION EDUCATOR & MOBILE OUTREACH ADVOCATE

#### **JOB SUMMARY**

The Prevention Educator & Mobile Outreach Advocate 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. This staff member shall serve as the primary point person for communication, scheduling, relationship-building and group facilitation for Mobile Skills Groups throughout the community. 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 mornings (k-12 school time) evenings and weekends required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

##### **COMMUNITY ENGAGEMENT, EDUCATION AND PREVENTION**

- ✓ Responsible for coordinating and facilitating Mobile Skills Groups off-site throughout the community.
  - Works to maintain and strengthen current relationships with community partner host sites and actively works to identify and build partnerships with new/additional agencies and/or locations for mobile group sites
  - Responsible for tracking all mobile group data and will work collaboratively with the Director of Prevention Education on data and grant reporting.
  - Accepts referrals from the community and works collaboratively with Willow staff to address the needs of individuals.
  - 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 on an as needed basis.
- ✓ Establishes and maintains 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 working knowledge and expertise of community resources and referrals.
- ✓ 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 diverse audiences.
  - Assists in maintaining program statistics and monitoring program outcomes for the purpose of quality assurance and program effectiveness.
  - Collaborates with the team on internal programming, training planning and facilitation within the agency and will help facilitate New Employee Orientation on a monthly basis.
  - Assists in managing and fulfilling deliverables of grants secured by the agency and supports with grant reporting processes.
- ✓ Assists the Development Team in planning, supporting and attending agency events and fundraisers including, but not limited to, Walk With Willow, the Willow Gala, the Willow Summit and Holiday Programming.

#### **OTHER DUTIES AS ASSIGNED**

- ✓ May be trained in answering calls on Willow's 24/7 Hotline to cover hotline shifts as needed.
- ✓ Assist in managing and fulfilling deliverables of grants secured by the agency.
- ✓ 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.
  - Experience in group facilitation and engaging groups and youth in educational settings.
  - Working knowledge and/or training in domestic/dating violence, sexual assault, stalking, bullying, harassment and adverse childhood experiences.
  - 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, groups and agencies, in-person, over the phone and virtually.
  - Must be able to self-start projects, self-motivate and work independently and independently track and monitor self-progress.
  - Must be able to resolve problems, handle conflicts, be adaptable and flexible and make effective decisions under pressure.
- ✓ **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 to and from event locations.
  - Must be adaptable to changing instructional approaches as needed, sometimes in the moment.
  - Frequent (daily) local travel required 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.
  - Must be able to adapt to the space and technical resources provided by off-site training venues.
  - Employee may be required to share an office space.
- ✓ **SKILLS:**
  - Strong time management, oral and written communication and organizational skills.
  - 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 access to a reliable vehicle.

## ADDITIONAL INFORMATION

- ✓ Department: Prevention Education
- ✓ Reports to: Director of Prevention Education
- ✓ Hours/Status: Full Time, 37.5 hours/week/ Non-Exempt
- ✓ Payrate: \$23/hour
- ✓ *Must be able to work early morning for the start of school around 7:15am, evenings and weekends when necessary.*
- ✓ *This position does not hold a client case load.*

## APPLY ON INDEED

<https://www.indeed.com/job/prevention-educator-mobile-outreach-advocate-7bd31da347134825>

***We offer a generous benefits package including 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.