



HOPE HARBOR POSITION DESCRIPTION

JOB TITLE: COMMUNITY EDUCATOR

SUPERVISOR: DIRECTOR OF PREVENTION EDUCATION

The Community Educator is responsible for education and training programs, and prevention education programs relating to Green Dot for High Schools and It's My Space. This position is hired by the Executive Director, and directly accountable to the Director of Prevention Education in relation to identified prevention programming.

RESPONSIBILITIES

1. Provision of Direct Services (VOCA Funded)

- Maintain an active Prevention/Education schedule as a presenter, on your own and as directed by the Director of Prevention Education, to meet grant objectives.
- Contact and recruit potential clients for the Prevention/Education Program throughout the Barren River Area Development District (B.R.A.D.D)
- Assist the Community Engagement Coordinator with the development and completion of volunteer training and other education programs as directed.
- Assist with events for Sexual Assault Prevention Month and other outreach events throughout the B.R.A.D.D.
- Assist with the implementation and expansion of Green Dot for High Schools to students and surrounding community.
- Assist with the implementation of It's My Space prevention initiative.
- Support the Director of Prevention Education with Community Prevention Team activities meeting the requirements of the KASAP Program Implementation Committee.
- Participate in the service evaluation protocol for prevention programs as designed and approved by the KASAP Board of Directors.
- Assist in the training of additional staff outside the department who are assigned to present community education programs.
- Coordinate with the Community Engagement Coordinator and Director of Prevention Education on a Community Outreach Plan, and review goals monthly.
- Other duties, as assigned by the Executive Director.
- Maintain social media accounts for the prevention programming.

2. Administrative Responsibilities (VOCA Funded)

- Maintain appropriate statistics on a daily basis and submit at least weekly to the Administrative Program Assistant
- Maintain appropriate records of programs scheduled and presented, and the demographic information for each program presented.

- Provide appropriate evaluations during programs and assist in compiling outcomes for given evaluations.
- Meet monthly with the Director of Prevention Education to update on progress toward goals and objectives
- Meet monthly with the Director of Prevention Education to update of prevention programming goals

3. Preservation of Program Integrity

- Commitment to learn the content of the various programs in a timely manner.
- Maintain appropriate outlines for each program.
- Commitment to preserve the integrity and delivery of each program to ensure that each participant receives adequate and timely information.
- Interest in personal and professional development

4. Other Responsibilities

- Participate in the crisis intervention/volunteer training for volunteers.
- Participate in crisis intervention back up rotation.
- Commitment to work against discrimination due to race, creed, gender, age, disability or sexual orientation in the field of victim service.
- Commitment to community and human services.
- Evidence of good interpersonal skills and ability to maintain good working relationship with the staff, volunteers, and community partners.

REQUIREMENTS

1. Combination of appropriate B.A. degree and experience to demonstrate satisfactory ability to perform the duties of the position.
2. No prior history of criminal behavior.
3. Must complete 8-hours of related training prior to any direct (client) services.
4. Complete the required 40-hour Volunteer Training program within three months of hire.
5. Must participate in training regarding HIPAA related policies and procedures within 6 months of hire.
6. Complete training which includes information concerning difference between advocacy and the practice of law.
7. Participate in at least eight (8) hours of continuing education annually relating to Hope Harbor's client population. but could require up to (12) hours per funding requirements. The yearly continued education must include a minimum of (3) hours of anti-oppression related topics.

I have read and understand the above duties and responsibilities of this position and agree to abide by them. I understand that upon failure to perform the required duties, appropriate disciplinary action or termination will follow.

Employee Signature

Date

Executive Director Signature

Date