



HOPE HARBOR, INC.
POSITION DESCRIPTION

JOB TITLE: COMMUNITY OUTREACH COORDINATOR

SUPERVISOR: DIRECTOR OF ADVOCACY

The Community Outreach Coordinator has the responsibility of overseeing all agency outreach efforts in collaboration with the Advocacy and Prevention Education departments. This position will serve as first point of contact within Hope Harbor for the coordination of outreach efforts, including event attendance, tabling, information training sessions, and outreach materials oversight. The Community Outreach Coordinator will also assist the Prevention Education Department with implementation and expansion of community education and prevention programs, including Green Dot for High School, Green Dot Community, and It's My Space. This position will be supervised by the Director of Advocacy.

RESPONSIBILITIES

1. Provision of Direct Service

Community Outreach (55% of Position)

- Build and maintain relationships with social service agencies in The Barren River Area Development District to increase referrals for service. Actions include emails, phone calls, meetings, providing Hope Harbor information, pamphlets, and/or referral forms, and attendance at community events hosted by partner agencies.
- Create a comprehensive community outreach plan in coordination with the Director of Advocacy and the Executive Director.
- Create and maintain the agency outreach activities calendar.
- Enhance community engagement through education and training for service providers and community partners in conjunction with the Director of Advocacy.
- Oversee and implement agency programming during Sexual Assault Awareness and Prevention Month in April.
- Planning and implementing agency awareness and outreach events.
- Oversee all outreach materials purchasing, organization, and storage for general agency merchandise and prevention program materials.
- Attend and actively participate in Advocacy Department Meetings.
- Enhance Hope Harbor's external referral guide to include additional information about financial, medical, mental health, social services, and other resources for the referral of survivors in collaboration with the Service Coordinator.

Community Education (35% of Position)

- Assist with the implementation of Green Dot for High Schools to students in the Barren River Area Development District

- Assist with the implementation of Green Dot Community to organizations in the Barren River Area Development District.
- Assist with the implementation of the It's My Space prevention initiative.
- Provide awareness programming for children, teens, and adults as needed.
- Participate in the service evaluation protocol for prevention programs as designed and approved by the KASAP Board of Directors.
- Attend and actively participate in Prevention Education Department meetings.

2. Administrative Responsibilities (5% of Position)

- Maintain appropriate statistical/service information daily and entered in data systems.
- Attend bi-monthly staff meetings.
- Maintain appropriate records of community meetings and engagement programs scheduled and presented, and the demographic information for each program presented.

3. Other Duties (5% of Position)

- Travel to satellite offices, schools, or other community partner locations to provide crisis intervention, legal advocacy, and/or community outreach activities.
- Respond to hotline calls and/or emergency advocacy requests during office hours when available.
- Participate in Hope Harbor's crisis intervention back up rotation.
- Assist with crisis intervention training for volunteers and new hires
- Other duties as assigned by the Director of Advocacy and/or Executive Director.

PRIOR QUALIFICATIONS

- Bachelor's Degree from an accredited college or university in the preferred areas of Communications or Human Services.
- Commitment to work against discrimination of any protected status including, but not limited to, race, color, religion, age, sex, sexual orientation, gender identity or expression, pregnancy, disability, national origin, or citizenship.
- No prior history of criminal behavior.

POSITION TRAINING REQUIREMENTS

- Complete eight (8) hours of related training prior to any direct (client) services.
- Complete the required forty (40) hour Crisis Intervention Training within three months of hire.
- Participate in training regarding HIPPA-related policies and procedures within six (6) months of hire.
- Participate in at least eight (8) hours of continuing education annually relating to the field of sexual trauma but could require up to twelve (12) hours per funding requirements. The

yearly continued education must include at least three hours of anti-oppression-related topics.

- Complete approximately two (2) hours annually of Kentucky Department of Juvenile Justice and Department of Corrections volunteer training to be compliant with the Prison Rape Elimination Act (PREA).

POSITION QUALIFICATION & SPECIAL SKILLS

- Ease in adaptation to innovative technology and will become proficient in Microsoft Office, Zoom, AMN Medical Equipment and Pacific Interpreters Language Line.
- Proficient in crisis intervention/trauma impacts and trauma reduction techniques.
- Ability to interface and engage with diverse populations.
- Ability to operate independently with minimal supervision.
- Excellent organizational and time management skills.
- Excellent interpersonal and oral skills.
- Works well in a team environment.
- Ability to foster relationships to ensure supportive/collaborative environment with community partners.
- Experience developing resources and maintaining community referral networks.
- Ability to work at a brisk pace.
- Ability to work with people in crisis situations.
- Ability to work effectively under stress.
- Commitment to developing self and others.

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.

Signature