Safe Journeys

FOR:    Policy & Procedure Manual
SECTION: Personnel
RE:    Job Description
POSITION: Community Educator – Domestic & Sexual Violence
REPORTS TO: Director of Sexual Violence and Prevention Programs
FSLA STATUS: Non-exempt
Approved By: Board of Directors
Approved Date: February 6, 2018

PURPOSE: Inform and educate the communities of LaSalle and Livingston County regarding domestic violence, teen dating violence, and sexual violence and how to recognize, respond, and refer individuals who are in need of services. Provides education and awareness in a variety of settings. Functions within a broad framework of existing laws and policies. This position is primarily funded to increase awareness of domestic and teen dating violence and Safe Journeys.

MISSION STATEMENT:

To empower survivors of domestic and sexual violence and work to end such violence in our communities.

FUNCTIONS:

I. Community Education

- Work as part of a team to develop, market, and present age and developmentally appropriate educational programs regarding domestic violence and teen dating violence to target groups including, but not limited to, schools and teen groups in LaSalle and Livingston Counties.
- Work as part of a team to develop, market, and present educational programs regarding domestic violence and teen dating violence to target groups including, but not limited to, parents, educators, faith groups, community and civic groups, businesses, and others within LaSalle and Livingston Counties.
- Engage students and youth in violence prevention and encourage and assist them with youth-led violence prevention education projects amongst their peers.
- Work as part of a team to establish, nurture, and maintain good working relationships with other community agencies/organizations, including, but not limited to, schools, civic groups, ministerial associations, and resource networks.
- Collaborate with other staff and organizations to increase awareness of domestic violence, sexual violence, and Safe Journeys.
- Staff informational tables and events, including by self and with volunteers and other staff.
- Collect required data related to presentations, meetings, and distribution of resources.
- Provide information and referral, crisis intervention, and advocacy services, as needed.
- Participate in local efforts to improve the community’s response to domestic and sexual violence.

II. Other Staff Responsibilities

- Keep informed of domestic and sexual violence and related issues.
- Participates in agency on-call rotation.
• Performs other duties as assigned.
• Knowledgeable on agency and relevant grant policies and procedures.
• Participates in staff meetings.
• Participates in professional trainings as required by agency and funders.
• Represents agency at State and local meetings as assigned.
• Communicates with staff and the public in a manner that reflects respect and equality.
• Maintains and submits records on work performed in a timely manner.
• Assures ethical conduct in business, marketing, service delivery, and professional practice.

EXPERIENCE AND OTHER QUALIFICATION REQUIREMENTS:

• Bachelor’s degree in Education or related field (preferred), Associate’s degree in Education or related field, or equivalent education or experience.
• Effective oral and written communication skills in English.
• Computer literate, including word processing, spreadsheets, and PowerPoint.
• Operate within a flexible schedule since presentations may be required during the day, in the evening, and on weekends.
• Ability to set limits and priorities.
• Ability to maintain confidentiality.
• Ability to serve individuals from diverse cultures and backgrounds.
• Ability to work independently and as a cooperative team member.
• Must have 40 hours of domestic violence and 40 hours of sexual assault trainings or complete agency training program before interacting with clients or working in schools.
• Access to immediate, reliable, licensed, and insured transportation.
• Ability to regularly pass DCFS and law enforcement background checks.

PHYSICAL REQUIREMENTS:

Unless exempted by the Americans with Disabilities Act, all persons hired for this position are required to perform the following essential functions:

1. Lift up to 25 lbs. on an as-needed basis;
2. Perform the basic life operational functions of talking, hearing, vision on a frequent basis;
3. Perform repetitive motions (i.e. computer keying and/or dialing phone) on a frequent basis;
4. Stand, walk, sit, climb stairs, reach with hands and arms, stoop, kneel, and crouch on an frequent basis;
5. Ability to drive a car or access to other transportation.

This position requires exposure to the following environmental factors:

1. Normal office conditions;
2. Exposure to variable noise levels;
3. Environment may include possible exposure to communicable illnesses; and
4. Traveling in an automobile in various weather conditions.

I have received, reviewed and understand this job description.

___________________________________________      __________________________
Employee signature                                      Date