



Houston Area Women's Center

Violence Prevention Educator - African American Community

Department: Violence Prevention & Community Education

FLSA Status: Exempt

Work Schedule:

Monday - Friday
9am - 6pm with flexibility for evenings & weekends

Job Status: Full-Time

Reports To: Manager of Violence
Preventions & Community Education

Amount of Travel Required: 50 - 75%
(schedule-dependent)

POSITION SUMMARY

Provide violence prevention education to the African American community; advocate within that community to increase community awareness and response to domestic and sexual violence, access to services for survivors, and prevention strategies.

DUTIES AND RESPONSIBILITIES

- Implement violence prevention educational workshops as assigned by supervisor.
- Build and maintain community relationships to (1) increase awareness and response to domestic and sexual violence, (2) increase access to services, and (3) to further prevention strategies within targeted communities.
- Attend and actively participate in community groups and meetings to engage the targeted community in ending domestic and sexual violence.
- Ensure required agency and grant reports and documentation is completed by required due dates.
- Under the guidance and approval of the supervisor, develop education and prevention strategies for targeted communities.
- Provide crisis intervention to survivors of domestic and sexual violence as needed.
- Report suspected and prior abuse/neglect to either Child Protective Services or Adult Protective Services when appropriate.

SEXUAL VIOLENCE DUTIES

- Coordinate and implement violence prevention educational workshops on the topics of sexual violence, consent, and services available to survivors for the African American community.
- Develop and maintain personal contacts with organizations and agencies that provide service to the community.
- Identify information and referral resources for the African American community.
- Provide coverage for the hotline as needed.
- Work cooperatively with other agency staff to ensure optimal utilization of resources and efficient management of the program.
- Use resources to provide services to community members as needed.
- Provide weekly, monthly and annual reports on programming.
- Assist designing and implementing training to professionals on the topics of domestic and sexual violence as it relates to the African American community.
- Work as a community liaison to identify area organizations and service providers and develop strategies to deliver appropriate education, training, and outreach counseling services.

- Initiate, retrieve, and respond to E-mail, voice mail, and written correspondence.
- Participate in staff meetings and retreats.
- Complete and turn in all necessary paperwork for accounting, i.e. reimbursement, vacation leave, timesheet, and, etc., in a timely manner.
- Participate in committees as needed.
- Complete assigned projects from the supervisor.
- Should such duties become routine, the job description will be reviewed and revised.
- Provide crisis intervention to survivors of domestic and sexual violence as needed.
- Report suspected and prior abuse/neglect to either Child Protective Services or Adult Protective Services when appropriate.

HHSC DUTIES

- Coordinate and implement violence prevention educational workshops on the topics of domestic violence, healthy relationships, and services available to survivors for the African American community.
- Develop and maintain personal contacts with organizations and agencies that provide service to the community.
- Identify information and referral resources for the African American community.
- Provide coverage for the hotline as needed.
- Work cooperatively with other agency staff to ensure optimal utilization of resources and efficient management of the program.
- Use resources to provide services to community members as needed.
- Provide monthly and annual reports on programming.
- Assist designing and implementing training to professionals on the topics of domestic and sexual violence as it relates to the African American community.
- Work as a community liaison to identify area organizations and service providers and develop strategies to deliver appropriate education, training, and outreach counseling services.
- Initiate, retrieve, and respond to E-mail, voice mail, and written correspondence.
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- Provide crisis intervention to survivors of domestic and sexual violence as needed.
- Report suspected and prior abuse/neglect to either Child Protective Services or Adult Protective Services when appropriate.

POSITION QUALIFICATIONS

SKILLS & ABILITIES

Education: Bachelor's degree in communication, education, psychology, sociology, related field or equivalent experience

Experience: One year experience in providing educational presentations. One to two years' experience working with multi-ethnic communities. Ability to speak effectively in public. Ability to drive and have reliable transportation and a Texas driver's license. Knowledge of basic public health educational models and primary prevention strategies. Understanding and sensitivity towards issues of domestic and sexual violence as they relate to adults and children.

Computer Skills: High proficiency with Microsoft Office, with focus on ability to develop, maintain, alter Excel spreadsheets; proficiency in Microsoft Outlook

Certificates & Licenses:

COMPETENCIES

- Demonstrable experience of qualitative and quantitative social research techniques
- Ability to conduct quantitative and qualitative research and project assessment
- Knowledge of basic public health educational models and primary prevention strategies
- Demonstrate experience of developing, maintaining and manipulating spreadsheets and using other analytical tools for research purposes.
- Ability to speak effectively in public.
- Ability to speak and write clearly and concretely
- Ability to interact professionally with employees and the public at all levels
- Excellent customer service skills
- Ability to exercise good judgment and use critical thinking skills
- Analytical skills, with the ability to apply creative solutions to complex problems.
- Ability to prioritize and multi-task
- Ability to work effectively in an demanding work environment
- Ability to educate the community from a feminist/oppression perspective that includes empowerment, power differentials and gender issues
- Ability to manage conflicting priorities and make appropriate decisions in a crisis environment.
- Ability to take responsibility for decisions
- Ability to problem-solve using negotiation, and conflict resolution both intra- and inter-departmentally.

Other Requirements:

- 1) Understanding and sensitivity towards issues of domestic and sexual violence as they relate to adults and children.
- 2) Ability to drive and have reliable transportation and a Texas driver's license

PHYSICAL DEMANDS

- 1) Ability to stand for extended hours
- 2) Ability to lift a minimum of 25 lbs.

WORK ENVIRONMENT:

MISSION OF THE HOUSTON AREA WOMEN'S CENTER: The Houston Area Women's Center helps individuals affected by domestic and sexual violence in their efforts to move their lives forward. We provide shelter, counseling and advocacy to support them in building lives free from the effects of violence. We seek social change to end domestic and sexual violence through community awareness and education. Our services are confidential and available to everyone.

The primary work location for the incumbent in this position is at the target schools with whom we collaborate and at the Agency's Waugh location.

ESSENTIAL FUNCTION STATEMENT:

The Houston Area Women's Center has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

REVIEW AND APPROVAL:

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

Prepared by: Martha Pacelli

Date: April 2017

Employee Signature: _____

Date: _____