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**Job Title: Prevention Educator****Reports To: Education Program Manager****Hours: 40 hours per week****Pay: \$14.00 hourly base rate, or higher depending on experience****Benefits: IRA 3% Match, Paid PTO****Values:**

DOVE Center promotes the workplace values of TEAM Excellence; Trust (& Integrity), Empathy, Accountability, Mutual Respect, and Excellence. In addition to our workplace values; DOVE Center expects employees to demonstrate a commitment to our agency Mission and Vision Statement, as well as our agency policies and procedures. Employees are also expected to demonstrate additional personal and professional qualities specific to their role. Specifically, the Prevention Educator is expected to be committed to ongoing learning and development as a trauma informed advocate and service provider; and is required to participate in a minimum of 40 hours victim advocacy training, and 16 hours of ongoing yearly training. Additionally, the Prevention Educator is expected to participate in continuing education and maintain expertise on current research and developments in the fields of intersectionality, prevention models, underserved populations, and other pertinent topics.

**Description:**

DOVE Center Prevention Educator is a member of the Education Team which includes members from the Rape/Sexual Assault Recovery Program and Youth Advocate teams. This person is responsible for assisting in the design and implementation of comprehensive programs and activities for community education and youth advocacy, for the purpose of increasing awareness and prevention of domestic violence, rape, sexual assault, and other interpersonal violence. These programs should be DOVE Center mission focused and applicable to all community members.

**RESPONSIBILITIES:**

Coordinate with Education team members to:

- Create and develop special events for the purpose of community action (ie. Sexual Assault Awareness Month, Teen Dating Violence Awareness Month, Domestic Violence Awareness Month)
- Present approved prevention/education curriculum to identified class or group audiences for the purpose of interpersonal violence risk reduction and prevention.
- Support the provision, enhancement, and facilitation of education and empowerment groups provided to students in middle and intermediate schools for the duration of the school year.
- Use and familiarity with technology (and multiple forms of media) and computer applications.
- Maintain clear and concise documentation of services provided (i.e. presentations, groups, materials etc.).



- Assist Education Manager/Education team in preparing quarterly and annual prevention/education outcomes and progress reports
- Participate in applicable, appropriate, related professional development opportunities
- Engage in ongoing cultural awareness and sensitivity training and apply to performance of all responsibilities
- Provide ongoing collaboration and consultation to other members of DOVE Center multidisciplinary team
- All other responsibilities and duties as from time to time designated by DOVE Center or added to the scope of responsibility for this position

#### **MINIMUM QUALIFICATIONS:**

- High school diploma/GED
- Presentation and/or education experience preferred
- Ability to speak and interact comfortably with a group
- Proficient organizational skills
- Ability to clearly communicate with DOVE Center staff, clients and community partners.
- Ability to work and communicate with empathy and compassion
- Ability to maintain and encourage healthy boundaries
- Proficiency with Microsoft Windows Operating Systems, Word, Excel, Google Suite, and Google Chrome.
- Must have reliable transportation
- Travel may occasionally be required for educational or business purposes. It is not anticipated that any travel would last more than 2 – 3 days.
- Ability to maintain confidentiality. Must adhere to the federal VAWA & HIPAA laws pertaining to confidential protected health information.
- Must adhere to guidelines set forth by DOVE Center, the Department of Human Services (DHS), Office for Victims of Crime (OVC), and other governing bodies, concerning program policies, program requirements, and ethical practice.
- Employment dependent upon the successful completion of a criminal background check and initial onboarding training

#### **TRAINING REQUIRED:**

- Complete onboarding training and other training specific to prevention education assignments
- 40-Hr Certification Advocate Training (within 1st year of employment)
- Initial 16-hrs training provided by Prevention Coordinator
- 16-hrs annual training required (relating to domestic and sexual violence)
- Monthly training on Prevention Curriculum and updates
- Maintain CPR and first-aid certification