

Position Posting: Community Educator

Posting Date: August 15, 2019

Position Title: Community Educator

Classification: Nonexempt, Full-time

Reports to: Education Manager

Primary Office Location: Sullivan County

Anticipated Start Date: October 1, 2019

Safe Homes of Orange County is a not-for-profit 501(c) (3), which has grown from a grassroots, small group of committed individuals in 1986 to an organization, leader, and resource in the field of intimate partner violence and human trafficking advocacy and services provision. Our many programs include a Family Justice Center, emergency shelter, legal program, anti-trafficking program, individual and group support, advocacy, therapeutic counseling, Risk Reduction Response Programs, systems-based advocacy and collaboration, community education and outreach, throughout Orange and Sullivan Counties.

Role Summary:

The Community Educator is primarily responsible for coordinating, designing and delivering education, outreach and training programs on topics consistent with the agency's mission and purpose. This includes supporting agency trainings for staff, interns, and volunteers as well as community training needs and events. When necessary, they will support the provision of direct services to victims/survivors around needs arising from, but not limited to, intimate partner violence, human trafficking, teen dating violence, sexual violence, and other types of crime victimization.

Duties and Responsibilities (shall include but not be limited to):

Essential Areas of Work

- Work with the Education Manager to implement strategic community education and outreach plan to expand access to agency services.
- Execute the strategic outreach plan by completing presentations, groups, workshops, and telephone and in-person contacts with potential community partners and existing partners.
- Coordinate, design and provide relevant training programs to community agencies, groups, members and systems.
- Ensure up-to-date outreach materials about agency and services are available throughout the community.
- Design, plan and contribute engaging and creative content toward agency social media accounts, as scheduled.
- Represent Safe Homes at network events, meetings, task forces, and outreach events.
- Provide community with information regarding the NYS Office of Victims Services, assist with filing applications for OVS compensation, and serve as a liaison between individuals and OVS as needed.
- As needed and available, provide culturally-informed, trauma-responsive crisis intervention, and nonjudgmental, supportive comprehensive services to clients, including, but not limited to: assessments, intakes, Individual and/or group supportive counseling; Advocacy and accompaniment; Follow-up contact, as safe and appropriate, and outreach; and information and referrals.
- Provide on-call advocacy outside of traditional business hours, as scheduled.

Program-Related

- Attend and actively participate in regular supervision with Education Manager.
- Attend and actively participate in program-specific and agency-wide staff/team meetings.
- Attend and actively participate in webinars, in-service trainings, and external trainings, as appropriate.
- Attend and actively participate in awareness month activities and agency events for clients.
- Actively participate in maintaining a clean, welcoming environment throughout the agency.

Administrative

- Maintain the confidentiality of clients, staff, volunteers, and agency information. Exceptions include information pertaining to child abuse, danger to self or others, or in response to an authorized release of information.

- Adhere to agency policies and protocols related to the security of electronic client service records. Maintain the highest levels of accuracy in record-keeping and reporting, ensuring that all client records and documentation of outreach, training, and other work tasks are complete and up-to-date and submitted to supervisor as directed.
- Manage administrative tasks, scheduling and correspondence for outreach appointments.
- Accurately document all work and statistical data for outreach and education activities in the agency database within a timely manner.
- Maintain an up-to-date calendar, and ensure timely response and follow up to email and voicemail messages.

Organizational Relationships

- Contribute toward fostering inclusive and supportive work environments throughout the agency.
- Work closely and collaboratively with Education Manager, supervisory staff, as appropriate, and team members to understand and accomplish position responsibilities.
- Work closely and collaboratively with community partner organizations while supporting client advocacy needs and providing educational/outreach programming.

Other

- Other duties as assigned by immediate and/or other supervisors.
- Staff members are encouraged to be flexible and responsive to changes in scope of duties.

Work hours: 40 hours per week; some evenings, Saturdays and Sundays required; one holiday per year required.

Requirements:

- Bachelor's degree in human services, social science, or related field, or equivalent experience required.
- Experience creating presentations, facilitating programs and providing training for large groups.
- Excellent public speaking skills.
- Commitment to working from an anti-oppression, harm-reduction, and trauma-responsive approach; and to social change through active participation in working towards ending gender-based violence, racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression.
- Ability to work independently as well as cooperatively with a team, with a willingness to appreciate different points of view and problem solve in a constructive manner.
- Investment in ongoing professional growth and development, learning, and skill-building.
- Excellent written and oral communication, organizational and time management skills.
- Ability to model and uphold appropriate boundaries in work with clients, colleagues, supervisors, and community.
- Demonstrates good judgment with the ability to make timely and sound decisions.
- Advanced computer skills; Excel, Word, Power Point, and data management.
- Ability to lift up to 50 pounds, navigate stairs, and periods of sitting, standing and movement required.
- Travel extensively between the agency's office sites and other locations throughout the service region.
- A valid, insurable driver's license and reliable transportation.

Desired:

- Bilingual/bicultural candidates strongly encouraged to apply.

Conditions of Employment:

- All jobs contingent upon successful completion of certain background checks which, unless prohibited by applicable law, may include criminal history, employment verification, education verification, DMV checks (for driving positions), State Central Registry, State Exclusion List, and fingerprinting.

NO PHONE CALLS PLEASE.

Applicants may email, mail, or fax resume **with** cover letter, including why you are interested in this position:

Subject line must read: Community Educator

Attention: Hiring Team

Email: admin@safehomesorangecounty.org

Fax: 845-562-2216

Safe Homes of Orange County is an equal opportunity employer committed to a diverse, culturally inclusive work environment and prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender and identity, disability, and national origin in employment and delivery of services. All are encouraged to apply.

This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.