JOB DESCRIPTION

Title: Prevention Specialist
Supervisor: Director of Communications and Prevention Services
Hours: Full-time or Part-Time
Classification: Non-Exempt

Qualifications: Bachelors degree or equivalent in human services field. Must have an understanding of domestic violence, sexual assault, and victim-centered services. Must complete state required 60 hour training within first three months of employment. Must have organizational ability, good listening skills, and the ability to multi-task. Must have IDVP certification within one year of employment.

Position Purpose: To provide information and education regarding domestic and sexual violence to a wide range of community members and to raise awareness about the existence and extent of domestic and sexual violence so that the community as a whole is able to address its existence more effectively. Promote awareness of services available at Safe Passage. Information and education includes, but is not limited to, the dissemination of material through presentations, trainings, written publications, such as brochures and posters, press releases, PSA’s, and special events.

Responsibilities:

1. Develop appropriate trainings which are targeted to specific populations such as medical or law enforcement personnel, school staff, and others.
2. Develop age appropriate trainings for school aged children.
3. Develop programs which will reach out to diverse and underserved populations.
4. Represent Safe Passage at health fairs and other educational, community, and promotional events.
5. Write regular press releases and PSA’s to publicize agency efforts and events.
6. Serve on committees which are awareness oriented.
7. Advertise specific Safe Passage needs from wish list.
8. Serve as a liaison between the community and Safe Passage.
9. Work as a team member.
10. Participate in workshops and conferences, 60 hour domestic violence and sexual assault training, and other community education as needed.
11. Be informed and knowledgeable about grant requirements associated with position. Work with Supervisor to ensure that all service-related requirements and expectations are met.
12. Participate in staff meetings, staffings, and supervision.
13. Accurately complete all necessary documentation.
14. Other related duties as assigned.