

Paluxy River Children's Advocacy Center

POSITION: Community Education Specialist — Part time position.

REPORTS TO: Director of Education and Community Engagement.

GENERAL RESPONSIBILITIES: The Community Education Specialist will assist the director and other educators in providing prevention education for students and the community. This position will also assist the director in providing Recognizing and Reporting training for Professional reporters. The Community Education Specialist may also attend networking/committee meetings as well as help with outreach events when needed. The Community Education Specialist must be able to travel between the three counties we serve, (Hood, Erath, and Somervell) to provide education in those schools and communities.

The Community Education Specialist must also understand the purpose and function of the CAC and be knowledgeable of existing policies and procedures.

Typical work hours include Monday — Friday 8:00 a.m. — 5:00 p.m. However, this position will at times require that the educator be at a school by 7:30 am in order to present. The Community Education Specialist must be available to work occasional nights and weekends for special projects.

POSITION RESPONSIBILITIES:

- Facilitate structured education curriculums for students and teachers.
- Participate in and provide training / education for members of the community about child abuse and child sex trafficking prevention, recognition & reporting child abuses as well as other educational programs such as internet safety.
- Develop, where and when necessary, new programs/projects targeting specific populations of primary and secondary crime victims.
- Maintains knowledge of current research on child abuse issues.
- Must be able to work well with a team
- Conducts community outreach and education presentations and provides training to other professionals. ●Other duties as assigned.
- Must be able to stand for long periods of time while presenting as well as be able to lift 25lbs.

Qualifications

At a minimum, the Community Education Coordinator will have:

- A Bachelor's Degree in Human Services Field
- Demonstrated professional experience with public speaking.
- Demonstrated experience with classroom management.
- Demonstrated knowledge of child abuse and neglect
- Ability to understand and abide by the confidentiality requirements and procedures related to working in an environment such as the Children's Advocacy Center ●Strong oral and written communication skills
- Demonstrated commitment to on-going cross disciplinary education and openness to supervisory feedback ●Successfully completed a CPS and criminal history background check