



PALUXY RIVER
CHILDREN'S ADVOCACY CENTER

JOB DESCRIPTION

Position:	Director of Community Education and Engagement
Supervised by:	Executive Director
Business	Program
Approved by:	Executive Director

GENERAL RESPONSIBILITIES: The Director of Community Education and Engagement is responsible for all Recognizing and Reporting Training, prevention education, and sex trafficking awareness in all three counties served by the PRCAC. This position will supervise part time education staff and coordinate with other staff regarding utilization of volunteers and interns. This position will participate in networking and speaking opportunities and committees focused on improving education throughout the school district.

This individual understands the importance of educating the community about abuse and the impact education has on prevention. The Director of Community Education and Engagement must also understand the purpose and function of the PRCAC and be knowledgeable of existing policies, procedures, CACTX standards, and TEA guidelines.

Typical work hours include Monday - Friday 8:00 a.m. - 5:00 p.m.; however, the PRCAC operates on a 24-hour on-call basis. The Director of Community Education and Engagement must be available to work occasional nights and weekends for special projects and events.

POSITION RESPONSIBILITIES:

- Develop a strategic plan for community, structured and professional education for the service area.
- Facilitate structured education curriculums to students and teachers.
- Work with the Outreach and Event Coordinator and volunteers to ensure the PRCAC provides community outreach and education at public places, school, health fairs, special events, etc.
- Provide training / education for members of the community regarding child abuse prevention, and recognition and reporting.
- Develop, where and when necessary, new programs or projects targeting specific populations of primary and secondary crime victims.
- Coordinate special projects with Executive Director and the Outreach and Event Coordinator, such as Child Abuse Awareness month and North Texas Giving Day.
- Records and tracks statistical information in relation to training provided to children, educators, and community members.
- Maintains knowledge of current research on child abuse issues.
- Develops and conducts community engagement and education presentations and provides training to other professionals.

- Provides PRCAC representation at local social service committees.
- Other duties as assigned by the PRCAC Executive Director.

QUALIFICATIONS:

At a minimum, the Community Education and Engagement Director will have:

- A Bachelor's degree in the Human Services field and have professional work experience in a child-related field.
- Demonstrated professional experience with public speaking.
- Demonstrated experience in working with individuals in crisis.
- 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 a Children's Advocacy Center.
- Strong oral and written communication skills.
- Experience in working with diverse professionals from child protection, law enforcement, court systems and related community services.
- Demonstrated commitment to on-going cross disciplinary education and openness to supervisory feedback.
- Spanish speaking ability (preferred, but not required).
- Successfully complete a CPS and criminal history background check.

THIS JOB DESCRIPTION REPLACES ALL PREVIOUS JOB DESCRIPTIONS FOR THIS POSITION.