

**ALBION FELLOWS BACON CENTER, INC.**

**Prevention Education Specialist  
Job Description**

**Summary:** The Prevention Education Specialist will support the Primary Prevention Director with implementation of the agency's primary prevention efforts. In addition, he or she will actively create and implement ways to bring community awareness to youth and adults within our service area.

**Reports to:** Primary Prevention Director

**Duties and Responsibilities**

**Facilitation of prevention curriculum for middle school and high school population**

- Facilitate dating and sexual violence multi-session prevention curriculum.
- Violence prevention efforts in collaboration with athletic coaching staff of area schools and programs.
- Communicate with educators and school personnel on program scheduling and methodology.
- Build and maintain effective relationships with other agencies and school personnel.
- Network with other centers and providers within our service area to avoid duplication of services, and to enhance service delivery to the community.

**Youth Group**

- Serve as an adult advisor for the Albion Chapter of "Students Against Violence Everywhere" (SAVE) Promise Club.
- Work on group event planning, social media updates, recruitment, and supervision.

**Statistical Reporting**

- Maintain data records to be compiled for reports, including participant counts and evaluations.
- Administer and collect evaluation tools to/from students, teachers, and parents/community.
- Assist Director with distribution and evaluation of community needs assessments.

**Other Duties and Responsibilities**

- Provide representation at meetings, community groups, conferences, task forces, and workshops; will provide presentations as assigned to such groups.
- Document and maintain all services/contacts and complete required funding reports.

### **General Responsibilities**

- Adhere to agency policies and work rules, including confidentiality and code of ethics.
- Meet regularly with the Primary Prevention Director for supervision and consultation.
- Participate in agency staff meetings and other team meetings as required by supervisor.
- Attend trainings and continuing education activities as assigned.
- Flexible scheduling with some evenings and weekends required.
- Other duties as assigned.

### **Qualifications**

- Experience in public speaking.
- Knowledge of domestic and sexual violence issues.
- Ability to work sensitively with adults and children who have experienced trauma using a trauma-informed approach, while maintaining appropriate boundaries and demonstrating the empowerment philosophy of advocacy.
- Ability to work with diverse populations.
- Ability to work independently and as a member of a team.
- Ability to perform word processing, database, email, and other computer functions.
- Experience with social media marketing preferred.
- Effective oral and written communication skills.
- Ability to work effectively in a fast-paced and high-pressure work environment. Excellent organizational skills and ability to manage multiple tasks.

### **Requirements**

- Bachelor's degree in Social Work, Education, Sociology, or similar field
- Complete Albion New Employee training program.
- Consent to a Criminal Background Check.
- Valid Indiana driver's license, proof of vehicle insurance & access to a car during work hours.
- Obtain or maintain account with a financial institution for direct deposit of pay checks.

### **Non-Exempt**