

LAURA'S HOUSE JOB DESCRIPTION

JOB TITLE: Community Education Specialist
REPORTS TO: Prevention Education Manager
STATUS: Non-Exempt
LOCATION: Counseling & Resource Center
HOURS: 32 hours per week: must be available some nights, Saturdays and Sundays.

JOB SUMMARY:

The Community Education Specialist is part of the Prevention Education Department which develops and implements the organization's community education and outreach plan to expand clients' knowledge of and access to Laura's House services and build relationships with community partners and shareholders. The primary accountabilities for this position are (1) implementation of the strategic outreach plan, (2) facilitation of targeted outreach to adults and community organizations, and (3) Outreach Department program development, implementation, evaluation and data management.

ESSENTIAL JOB DUTIES:

1. Collaborate with staff across Laura's House sites to implement strategic community education and outreach plan to expand access to Laura's House services on behalf of un-served or under-served client groups / populations.
2. Execute the strategic outreach plan by completing presentations, telephone and in-person contacts with potential community partners and existing partners.
3. Represent Laura's House at networking events, meetings and outreach events.
4. Teach community education classes and provide presentations on the topic of domestic violence, available resources and Laura's House programs and services.
5. Manage administrative tasks, scheduling and correspondence for outreach appointments.
6. Compile statistical and descriptive information for contract and other reporting requirements.
7. Enter and manage statistical data for outreach and education activities.
8. Provide crisis intervention thorough needs assessment, comprehensive safety planning and referrals.
9. Other duties as assigned.

ADDITIONAL JOB DUTIES:

1. Maintain the confidentiality of client, staff, volunteer, and agency information. Exceptions include information pertaining to child abuse, elder abuse, danger to self or others or in response to an authorized release of information.
2. 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.
3. Maintain an up-to-date shared calendar as directed. Carry out other duties as necessary to ensure organizational success. All Laura's House staff members are encouraged to be flexible and responsive to changes in scope of duties.
4. Maintain appropriate boundaries with clients, community members and other staff.

ADDITIONAL RESPONSIBILITIES:

1. Represent the agency in a positive, professional manner at all times.
2. Maintain confidentiality of all client, staff, volunteer and agency information.
3. Maintain a tidy, organized work area.
4. Participate in agency functions as a participant or presenter as needed.
5. Evening and weekend hours as needed.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree in social science or related field or equivalent experience required.
2. Certified Health Education Specialist (CHES) or MSW preferred.
3. Public speaking and/or training experience required
4. 40-hour domestic violence training as required by law. (may be completed upon hiring)

KNOWLEDGE, SKILLS AND ABILITIES:

1. Bilingual Spanish required.
2. Excellent oral and written communication skills.
3. Excellent public speaking skills
4. Advanced computer skills; Excel, Word

JOB QUALIFICATIONS:

1. Valid driver's license; reliable transportation and insurance.
2. Employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; communicate clearly both audibly and written. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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.