POSITION TITLE: **TRIBAL PREVENTION AND EDUCATION SPECIALIST**   October 2023

REPORTS TO: Tribal Program Manager

SUPERVISES: None

STATUS: Non-Exempt

SUMMARY:

The Tribal Prevention and Education Specialist assists the Tribal Program Manager in developing and implementing culturally responsive primary prevention programs to a wide variety of audiences, including children, youth, and families, to promote social change. This position also plans, coordinates, and implements community-based education campaigns and skill-building training to increase community capacity to respond to violence and support survivors.

GENERAL RESPONSIBILITIES:

* Uses appropriate needs and readiness assessments in coordination with the Evaluation Specialist to develop best-practice, research-based, culturally appropriate, and trauma-informed prevention and education initiatives.
* Create lesson plans designed to teach the community to prevent victimization in the categories assigned (may include any crime category including domestic violence, child abuse, elder abuse or sexual assault). Prevention activities are not performed under CVSC grant.
* Implement and facilitate prevention programs at all levels of the Social-Ecolological model based on CDC-identified Risk and Protective Factors. Programming may occur in a variety of locations among a variety of audiences, including school-based and community-based settings.
* Regularly conduct evaluation measures in conjunction with the Evaluation Specialist to assess the effectiveness of programs and interventions.
* Prepare and facilitate skill-building trainings regarding victimization for a variety of audiences, including system partners, community organizations, and/or community members.
* Coordinate with Outreach and Awareness Specialist to implement countywide public campaigns throughout the year to raise awareness about impacts of crime victimization.
* Provide training for Victim Services staff and volunteers as needed.
* Support the recruitment of volunteers to assist and support RRVS through direct and indirect services.
* Maintain paper records and computerized data system that provides for the proper evaluation, control, and documentation of assigned operations.
* Remain current on agency, state and federal policy, requirements, laws and regulations governing program and services.
* Support outreach and awareness initiatives as needed.
* Provides direct services and in-person response, including but not limited to medical advocacy, to victims as needed.
* Serves victims in crisis as needed.
* Perform other related duties as assigned.

Revised Date: 10-2023
Next Review: 10-2025

AN EQUAL OPPORTUNITY EMPLOYER

Rural Resources Community Action   Position Description

POSITION TITLE: **TRIBAL PREVENTION AND EDUCATION SPECIALIST**   October 2023

KNOWLEDGE, SKILLS, AND ABILITIES:

- Significant demonstrated ability/experience utilizing training materials, lesson plans and curriculums, to teach and/or provide training, to conduct effective public speaking and group presentations.
- Knowledge of the history and impacts of intergenerational-trauma within Indigenous communities.
- Knowledge of best-practice education and teaching concepts, including ability to provide culturally-appropriate education to a variety of audiences and ages.
- Ability to conduct themselves in a professional demeanor.
- Ability to establish and maintain effective working relationships with volunteers, agency staff, community officials and the general public.
- Ability and willingness to work flexible hours including nights and weekends.
- Knowledge of the impact of crimes and trauma on victims.
- Experience working in social services.
- Knowledge of crisis intervention and counseling principles and practices.
- Ability and willingness to listen and maintain client confidentiality.
- Ability to set limits and maintain healthy boundaries
- Ability to manage time effectively and be organized.
- Possess excellent communication and interpersonal skills; Ability to communicate effectively, both orally and in writing.
- Ability to prepare reports, correspondence and documentation
- Ability to use a computer and Microsoft Office 2010 software.
- Must have compassion for those harmed by abuse, violence or other crimes; passion to advocate for the legal rights of victims

REQUIRED EDUCATION OR EXPERIENCE:

Bachelor's degree in social work, education, sociology, or related field; acceptable completion of 40 hour pre-service victim services training; demonstrated experience working in a social services field or cultural revitilzation; demonstrated experience teaching or training

> or

Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

REQUIRED CERTIFICATIONS AND LICENSES:

- Valid driver's license in state of residence.
- Auto insurance in the amount required by the State of Washington.
- Access to reliable transportation.
- Acceptable completion of a background check.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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AN EQUAL OPPORTUNITY EMPLOYER

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone, and keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting is required.
- Ability to uphold the stress of traveling.
- Regular, predictable attendance is required.

The work environment characteristics described are what is encountered while performing the essential functions of this job.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

   * *Denotes Essential Functions*

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