

POSITION TITLE: **COMMUNITY ENGAGEMENT FACILITATOR**

DIVISION: Victim Services

REPORTS TO: Community Engagement Program Manager

SUPERVISES: None

STATUS: Non-Exempt

**SUMMARY:**

Community Engagement Facilitator assesses community needs and readiness, coordinates and implements community awareness programs created by the Community Engagement Program Manager to provide information regarding crime victimization. The position will also assist the Program Manager in planning and presenting prevention programs to a wide variety of audiences to promote social change.

The Community Engagement Facilitator must have excellent communication and interpersonal skills; compassion for those harmed by abuse, violence or other crimes; passion to advocate for the legal rights of victims; the ability to be a great trainer; and conduct themselves in a professional demeanor.

Provides in person response, including but not limited to medical advocacy, to victims as needed. Serves victims in crisis as needed.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- \* Conducts appropriate needs and readiness assessments.
- \* Coordinate and organize countywide public campaigns throughout the year to raise awareness of the impact of abuse and violence.
- \* Prepare and facilitate trainings regarding victimization at a variety of community events throughout the county.
- \* 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.
- \* Incorporate the use of social media as a method for outreach and education, continuously updating as necessary.
- \* Present training to increase the skills of community professionals (social workers, law enforcement, attorneys, and medical community) to appropriately respond to crime victims. Provide training for Victim Services volunteers as requested.

- \* Facilitate research-based prevention initiatives based on needs assessment outcomes.
- \* Engage volunteers to assist and coordinate all outreach, training and prevention with all other staff responsible for similar aspects of community work.
- \* 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.

- \* Provides 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.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Significant demonstrated ability/experience utilizing training materials, lesson plans and curriculums, to teach and/or provide training, to do effective public speaking and do group presentations.

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.

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.

**REQUIRED EDUCATION OR EXPERIENCE:**

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

**NON-SMOKER PREFERRED**

**\* ESSENTIAL FUNCTIONS**