Prevention Educator/Youth and Teen Advocate

Reports To: Prevention Education Manager
Status: 32 hours/week
Scheduled Time: 8:30-4:30 M-F, Requires some occasional early mornings, evenings and weekends

ABOUT THE AGENCY Reach Counseling provides mental health care committed to the understanding of and response to emotional, sexual and physical abuse. Since 1976, Reach has worked to heal lives of abuse victims and hold perpetrators accountable through innovative programs in education and outreach, victim advocacy, outpatient therapy, counseling and sex offender treatment. *Reach Counseling acknowledges that as an anti-violence agency, it is a part of our mission to reject all forms of violence and oppression.*

POSITION SUMMARY The Prevention Educator works directly with Winnebago school districts, counselors and teachers to coordinate Prevention Education in Winnebago public and private schools. Education will focus on empowering the victim, and the prevention of child sexual abuse, sexual harassment and sexual assault while remaining age appropriate and inclusive to all genders. As a Youth and Teen Advocate, this individual will provide personal, school, medical and legal support to child survivors of abuse and their non-offending family members. Duties also include promoting the agency’s mission and services by building community awareness and empowering and engaging adults in prevention of child abuse.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

**SCHOOL PROGRAMMING**
- Successfully network with area schools to develop and maintain strong relationships
- Maintain up to date records on presentations, demographics, survey evaluations, grant progress and work with experts for accurate survey data collection
- Be proficient in identifying situations in which mandatory reporting, or a referral process must be taken, while being conscientious of individual’s rights to confidentiality
- Successfully present impactful and meaningful presentations to all grade levels

**COMMUNITY OUTREACH**
- Collaborate and build relationships with community to advance the mission and goals of the organization
- Cultivate and build relationships with other youth serving community organizations
- Provide professional trainings to businesses and organizations
- Provide parent education as requested
- Take active role on committees such as the Ending Youth Exploitation (EYE) committee and Teen CCR
- Represent the agency in community and fundraising events

**VICTIM ADVOCACY**
- Provide ongoing Legal, Medical, School and Personal Advocacy to victims of sexual
assault and both forms of human trafficking and their friends/family members

- Provide crisis intervention, case management and safety planning for survivors
- Meet clients at other locations when necessary
- Refer clients to the appropriate resources in order to meet their individual needs
- Accompany and/or transport victims to medical appointments, court proceedings, and other locations as necessary
- Work with community partners to collaborate response efforts and coordinate services
- Provide training on human trafficking and other related topics to organizations in the community and throughout the state
- Attend Sexual Assault Response Team (SART) meetings, including Winnebago County and Tri-County meetings and other multidisciplinary meetings to represent Reach
- Maintain support group(s) for youth and teen survivors of sexual abuse
- Sign up for on call shifts and be willing to respond to both law enforcement and hospital calls

CULTURE

- Actively demonstrates, promotes and supports Reach’s cultural values
- Demonstrates commitment to Reach’s diversity, equity and inclusion initiatives (participates in trainings, actively strives to be anti-racist and respectful of cultural differences with clients, colleagues and the community)
- Works cooperatively with other team members to understand and meet the needs and development of programs and services

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If you do not meet all of the qualifications but feel you are a great fit, we strongly encourage you to apply:

- Bachelors’ level of education in a related field preferred
- The ability to work independently
- Excellent communication skills, both written and oral, and competence with public speaking to groups of all sizes and types
- Excellent organizational skills; ability to work in a multi-task and deadline oriented environment
- Excellent computer skills in Microsoft Office ® suite programs
- The ability to handle confidential and/or sensitive information with good judgment and complete discretion
- Excellent public speaking skills, public speaking or teaching experience preferred
- Ability to provide culturally-sensitive programming when working with diverse populations
- Basic knowledge of state and federal laws covering child sexual abuse, harassment and sexual assault
- Knowledge of child development and trauma informed care
- Must be organized and able to handle evolving and/or crisis situations with reason
- Must be able to work in an environment in which there are numerous distractions
- Valid driver's license, car and adequate insurance required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Independently enter and move within buildings
- Walk staircases many times per day
- Drive a vehicle
WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to stand, work on a computer and/or converse for prolonged periods of time
- The employee is required to walk, and to frequently operate office equipment
- The employee must occasionally lift and/or move up to 40 pounds
- Travel is required using own car with 5 school districts in Winnebago county (miles will be reimbursed)

BENEFITS Reach Counseling offers a competitive benefits package for all full-time employees, including:

- Medical & Dental insurance, with optional eye care
- Life insurance
- Disability insurance
- 401(K) with matching option
- Generous paid time off package (vacation, sick days, personal time, and paid holidays), with guaranteed growth over time
- Paid time off for all business days between Christmas and New Year’s Day
- Self-care initiatives such as receiving a free, paid day off for your birthday and Summer Fridays (½ Day on all Fridays between Memorial and Labor Day)

**All interested applicants are invited to send both a resume and cover letter to the Prevention Education/Youth and Teen Advocacy Manager, Anna Bunker, at anna@reachcounseling.com**
ACKNOWLEDGEMENT
This job description describes the general nature and skills/experience required of this position. The “Duties and Responsibilities” describe those functions considered essential to the position. This description does not state or imply that these are the only duties and responsibilities assigned to the position. Employees may be required to perform other position-related duties as requested by the Executive Director. All requirements are subject to change at the discretion of the Executive Director.

I have read and understand the above position description. I have reviewed the duties I am responsible for, as well as the minimum requirements for this position. I understand that this document does not create an employment contract between Reach Counseling Services and myself. I also understand that I may at any time terminate my employment relationship with Reach Counseling Services and conversely I understand that Reach Counseling Services is an at will employer.

________________________________________________________________________

Employee’s Signature and Date

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Supervisor’s Signature and Date