



POSITION DESCRIPTION

POSITION: Prevention Specialist

STATUS: ☒ Full Time ☐ Part Time ☐ Exempt ☒ Non-Exempt

Join our dynamic and dedicated team to help provide a safe, compassionate, healing environment for children who have been a victim or witnessed a crime. Our Prevention Specialist helps uphold our values of Collaboration, Excellence, and Impact by promoting child abuse and prevention messages in the community, providing education and support for partners, educators, and community members while demonstrating a high level of communication, relationship building, and organizational skills.

FUNCTION: Reporting to the Family Support Program Coordinator, the Prevention Specialist is responsible for building and maintaining relationships with community stakeholders to support the mission of the Center. The Prevention Specialist provides prevention presentations to children and adults, coordinates training for Emergency Responders, and supports the work of the Southern Arizona Child Abuse Prevention Council.

PRIMARY DUTIES AND RESPONSIBILITIES:

Prevention:

- Provide presentations in schools to ensure children understand their right to control how, when and by whom they are touched;
- Provide Mandatory Reporter Training in schools receiving programming and by request for other schools and community organizations serving children and youth;
- Coordinate Safe Sleep trainings regarding prevention and early detection of conditions likely to lead to child abuse and neglect;
- Assist with trainings for Emergency Responders and other professionals, ensuring streamlined registration and continuing education credit certification;
- Coordinate and support the Southern Arizona Child Abuse Prevention Council and serve on relevant community coalitions and committees;
- Enter prevention and training data in secure tracking systems and assist with reporting;
- Present new ideas for maximizing efficiency and effectiveness of prevention programs.

Outreach:

- Collaborate with the Community Development Coordinator to create and implement an Annual Community Outreach Plan;

- Develop engaging outreach presentations and print/online materials;
- Build the organization's presence in the community at relevant events to efficiently reach all of Southern Arizona;
- Develop engaging conversation starters for children and adults attending community events to assist them in recognizing conditions that can lead to child abuse and neglect;
- Provide materials and resources as requested by partners to support caregivers working to improve conditions in their homes (includes delivery of Baby Boxes to homes throughout Southern Arizona at the request of Emergency Responders);
- Deliver presentations to adult professionals, parents, and school-aged children, with the goal of reaching 7,000 children and 1,000 adults per year.

Other duties as assigned.

QUALIFICATIONS:

- Some college or technical schooling, preferably in public health, medicine, or EMT training (or equivalent experience)
- Three years of experience in community outreach and public speaking
- Bilingual Preferred

SPECIAL ABILITIES AND KNOWLEDGE:

- Familiarity with emergency or crisis response systems
- Ability to prioritize and meet or beat deadlines
- Understanding of the model of Advocacy Centers
- Excellent research, organization, and communication skills with demonstrated ability to write clearly and persuasively
- Experience working with Windows based software packages, including Excel and Word
- Ability to maintain the confidentiality of sensitive information
- Must be able to pass a fingerprint and criminal background check

Any offer of employment is contingent upon successful completion of new hire screenings, including background checks, drug testing, and professional reference checks.

Accepted by: _____ Date: _____

SACAC signature: _____ Date: _____