

Violence Prevention Education Coordinator Job Description

Reports To: Assistant Director
Executive Director

Training: 20-hr Crisis Counseling/Dynamics of Domestic Violence and Sexual Assault Training Offered by REACH of Macon County.

Work Schedule: FT with benefits; Monday-Friday 9-5 with some evening/weekend hotline shifts

Project Work Description:

- Provide direct client services including intakes, supportive counseling, accessing needs, information and referrals, goal setting, case management, and some transportation as needed.
- As needed, assist Court Advocate in providing information, accompaniment, Victim Compensation assistance and other court advocacy duties.
- Assists in the development and implementation of all project activities.
- Creates and implements process and outcome evaluation measures.
- Receives training and education to ensure knowledge of best practices in implementing primary prevention strategies.
- Responsible for documentation of statistics and other necessary programmatic information as requested.
- Facilitates coordination of community collaboration on behalf of this project.
- Assists in the research, development, and distribution of informational and outreach materials specific to victim services.
- Receives training and education of project staff to ensure knowledge of best practices in providing services and development of policy and procedures in working with victims.
- Assists in the training and utilization of project volunteers.
- Provides direct client services including hotline coverage, crisis counseling, information/referrals, victim's compensation assistance, and peer support group.
- Responsible for the documentation of client files, statistics, and other necessary programmatic information as requested.
-

Skills/Qualifications:

- Friendly and patient personality
- Able to follow instructions
- Strong management and leadership skills.
- Able to work independently
- Ability to connect and relate to adolescents
- Comfortable with public speaking
- Human relations/social service skills a plus
- Supportive and understanding of the philosophy and mission of REACH of Macon County.

The Mission of REACH of Macon County is to eradicate domestic violence and sexual assault in our community through prevention, intervention, and educational services.