



Job title	Prevention Educator/10 months
Reports to	Prevention Education Manager
FLSA Classification	Non-exempt / Full-time

Job Summary

Provide age appropriate education programs in area schools on sexual harassment, sexual abuse, personal body safety, and teen dating violence. Conduct community education and outreach about sexual assault, domestic violence and agency services for groups and organizations in Southern Kane and Kendall counties. Management and data entry of PED statistical data. Create bi-annual reports. This is a full-time 10 month position (August to June) requiring travel to local schools and community events.

Duties and Responsibilities

- Present age-appropriate education programs on sexual assault, dating violence and healthy relationships to students in area elementary schools, middle schools, high schools and post-secondary schools
- Present education programs on domestic and sexual violence to community members of all ages and professional staff.
- Train PED team on data keeping and reporting.
- Manage PED data system by collecting data from PED staff and entering.
- Create bi-annual reports for each school district.
- Provide domestic and sexual violence education to volunteers/new-hires and the larger community as needed.
- Provide information and referral to victims of domestic and sexual violence.
- Promote institutional advocacy to ensure sensitive, responsible treatment of victims.
- Input accurate and complete data into agency database; maintain accurate case notes and files.
- Submit all required documentation in a timely manner.
- Participate in regular staff meetings, staff training programs and supervisory sessions.
- Contribute to the development of positive team relations.
- Provide advocacy to victims of domestic and sexual violence at local emergency departments.
- Work collaboratively with program staff to best meet the needs of clients.
- Act in accordance with MGI, ICADV and ICASA policies and procedures.
- Demonstrate integrity and professionalism in interactions with staff, clients, volunteers and donors. Ensure client confidentiality at all times.
- Other duties as assigned.

Qualifications

- Bachelor's degree
- Bilingual, Spanish-speaking preferred;
- 60-Hour Domestic and Sexual Violence Training Certificate;
- DCFS training and mandated reporter certificate required;
- Ability to communicate effectively verbally and in writing;
- Excellent crisis intervention and problem solving skills;
- Strong interpersonal skills and ability to maintain professional boundaries;
- Computer proficiency;
- Reliable transportation;
- Acceptance and respect for diversity of culture, sexual orientation, gender identity or expression, ability and religious belief.
- Ability to stand for long periods of time.
- Must be able to lift 25 pounds
- Working Conditions
- Standard office environment. Will be required to travel to local hospital emergency departments, schools, courthouses, satellite offices and other locations for purposes of training, advocacy, counseling and to otherwise represent Mutual Ground. Some evening and weekend hours are required.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

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