



Prevention Educator Job Description

<i>Job Title:</i>	Prevention Educator
<i>Supervised By:</i>	Prevention and Education Manager
<i>Supervises:</i>	None
<i>Classification:</i>	Full Time, non-exempt, salaried
<i>Date:</i>	Immediate

THE ORGANIZATION:

Between Friends envisions a community without domestic violence where equality, safety, and justice exist for all. Between Friends provides a safe, supportive and empowering environment for individuals and families in crisis. Between Friends' counselors and advocates empower individuals to make their own decisions and choices, rather than making choices for them. To address domestic violence as a community issue, Between Friends offers comprehensive prevention programs to educate youth and adults about the dynamics of healthy and unhealthy relationships and how to prevent domestic violence before it begins. To learn about our programs go to www.betweenfriendschicago.org.

PREVENTION AND EDUCATION:

The Prevention and Education (P&E) Team works to build a community free from violence by engaging young people, adults and community members in stopping relationship harm before it begins. We offer extensive, and often individualized, education programs that promote healthy relationship behaviors and teach people about the dynamics of relationship harm and intimate partner violence. Our Prevention and Education Team programs include: 1) The REACH Program, 2) Healthcare Education Project, 3) A Night Out Program for survivors and their children, 4) Our Music My Body (OMMB), a campaign created to raise awareness about sexual harassment and domestic violence in the music scene, and 5) other Community Education Programming. Building healthy relationships is at the core of what we do, and our prevention programs, community education and organizing engages the greater Chicago community in intentional conversations around relationship harm, and strives to create locally-based solutions to ending violence experienced at individual, family and community levels.

RELEVANT PROGRAM:

REACH (Relationship Education: A Choice for Hope) is the leading program in Illinois that provides comprehensive teen dating violence prevention programming. Our program seeks to create a safe space in classrooms where young people can openly express their feelings about all types of relationships; explore the root causes of violence; cultivate collaborative strategies for interpersonal violence prevention and reduction; and learn how to strengthen the social and emotional skills needed to develop healthy relationships.

POSITION SUMMARY:

The Prevention Educator is primarily responsible for planning and facilitating teen dating violence prevention programming for young people in both the school and community settings. The main way that Prevention Educator provides direct service and programming is by 1) co-facilitating weekly workshops in the classroom several days per week, and 2) Supporting in the implementation of youth leadership programming. The Prevention Educator occasionally plans and facilitates domestic violence prevention and awareness workshops for adults, including parents, community members and school staff or other audiences as needed.

RESPONSIBILITIES:

Outreach and Direct Service (70%)

- Facilitate teen dating violence prevention workshops for youth, 13-20 workshops per week. The workshops are multi-session and classroom-based, utilizing Between Friends teen dating violence prevention curriculum and philosophies.
- Engage young people in weekly youth leadership activities, both after school and during the summer break, in local communities and school settings (1-2 hours facilitation per week average during school year).
- Facilitate occasional DV prevention programming and awareness events for adults including: parents, social service providers, school staff and other community members.
- Connect youth and their families to community resources as needed.
- Staff the crisis line on an as-needed basis.
- Support ongoing youth leadership and youth-driven/teen dating violence initiatives, including:
 - Teen Advisory Committee (TDVAM, #AdultsListenUp Campaign)
 - Y-Care (TDVAM, #AdultsListenUp Campaign)
 - Summer Youth Leadership Institute
 - Annual focus groups; coordinate and facilitate for program participants
 - Teen-focused marketing materials and resource guide for 1) middle school students, and 2) high school students
 - Our Music My Body (OMMB)

Program Planning & Implementation (20%)

- Support Prevention and Education Team in the strategic development and implementation of all teen dating violence prevention programs, including: curriculum development, youth leadership efforts, data and evaluation and community outreach.
- Develop and maintain relationships with Chicago Public Schools (CPS), Chicago Community in Schools (CCIS) and other community organizations.
- Support the Prevention and Education Team's marketing efforts, including teen-focused social media and website (www.reach4friends.org).
- Collaborate with other Prevention Educators, including co-facilitator(s) on a weekly basis to ensure prevention programming is implemented effectively and with fidelity.
- Attend and actively participate in departmental and staff meetings.

Administrative (10%)

- Support evaluation and data collection efforts for Prevention & Education Team, including maintaining program records and submitting monthly and quarterly reports.
- Maintain records related to youth leadership programming: YCARE applications, recruitment efforts, payment processes, and program budget.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining professional networks; participating in professional organizations and joining coalitions/committees related to youth violence prevention.
- Perform and complete other duties as assigned by supervisor.

Other (5 %)

- Participate in team interviews to aid in the hiring process.
- Participate in agency events as required.
- Provide services as determined by the Board of Directors' policies and employee handbook.
- Protect organizational value by maintaining confidentiality regarding clients and staff.

QUALIFICATIONS:

Education

- A Bachelor's degree or 3-4 years of related work experience is required.

Experience

- Previous experience in domestic violence and/or youth development and/or youth leadership preferred.
- Previous experience with group facilitation and public speaking preferred.

Skills

- Skills related to: coordinating, implementing and evaluating capacity-building programs with young people; planning youth-serving events and awareness-raising initiatives;
- Well organized and able to navigate multiple priorities at once.
- Knowledge around discussing complicated topics with young people involving dating, relationships and sexuality preferred.
- Bilingual Spanish/English preferred.
- PC literate with experience in word processing, publication design, and spreadsheet experience required.

WORK ENVIRONMENT:

- This position requires frequent travel around the city to different schools and communities; having access to a car is preferred but not required. Reliable transportation is required.
- The main office location for this position is in a professional office environment that is not fully accessible: a 3-floor building with stairs available to move between floors and a ramp is available in one of the building entrances. While performing the duties of this job, employee is required to talk and hear.

- This is a full-time (40 hours per week) position. Evening and weekend work occasionally is required.
- Workplace is a smoke- and drug-free environment.
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

BENEFITS:

- Comprehensive benefits package (with some employee contributions) includes medical, dental and life insurance.
- 24 days of paid time off accrued during the first year, and 11 paid holidays.
- Full time employees are eligible for a 20 paid day sabbatical after completion of five years employment.

TO APPLY:

- Submit thoughtful cover letter including why you are interested and qualified for this position, resume, and salary requirement to: careers@betweenfriendschicago.org
- Please write your name (Last, First) and Prevention Educator in the subject line of your e-mail
- Incomplete applications will not be accepted
- No phone calls please