



JOB DESCRIPTION FOR PREVENTION EDUCATOR

Position: Prevention Educator- Part Time / Per Diem

Supervisor: Prevention Education Coordinator or Executive Director

Basic Functions:

Support staff for the Prevention Education Department to assist with the coordination of community efforts to prevent and respond to child maltreatment issues through educational presentations & trainings. Promote public awareness of the abuse and neglect of children and the resources available for intervention and treatment. Promote and facilitate training of professionals & paraprofessionals in the detection, treatment and prevention of child maltreatment. Encourage and facilitate community support for child maltreatment programs, especially during the month of APRIL – Child Abuse Prevention Month.

Duties and Responsibilities:

- 70% Must be able to facilitate presentations in a public forum on child abuse issues and mandated reporting laws, including the coordination of workshops and trainings. Professional representation of FCCAP at all events and trainings. Maintain and prepare statistical data for monthly grant reports.
- 20% Assist with production of educational materials, including brochures, flyers, and resource posters. Assist with the development of Information and Assistance Referral Directory for Fresno County.
- 10% Other duties as assigned by the Executive Director through the Program Manager.

Minimum Qualifications:

Education: High School Diploma or GED equivalent, Bachelors degree with emphasis in social services , child development, public health, victimology or other related field. Knowledge of child abuse laws, issues and trends.

Experience: 1 year of public speaking or equivalent and completion of mandated reporter training or must complete within month after date of hire. Computer literate, proficient in Microsoft Office 2007 - Word, Excel & Power Point. Excellent written and oral communication skills required.

Special Requirements: Bilingual preferred (Spanish). Must be able to work with and relate to people of different backgrounds and cultures. Must be available to work weekends occasionally. Must possess valid driver's license and automobile insurance as required by law. Must pass state fingerprint clearance.

Salary Range: \$12.00- \$14.00 per hour depending on experience. Flexible work hours, scheduled as needed. Between 10 to 30 hours per week depending on work load. Mileage reimbursement for travel.

Benefits: Not applicable to part time employees.