

## Help Center, Inc. Job Description

**Program:** Sexual Assault Counseling Center (SACC)

Updated May 2017

**Title:** Community Education Associate

**Salary Range:** \$28,000.00 to \$31,000.00 annual F.T.E. D.O.E

**General Summary:** This position is a very collaborative, community benefit position and supervised by the Program Director of the Sexual Assault Counseling Center, under the personnel policies and procedures of Help Center, Inc.

Previous experience including sexual assault/domestic violence education, and work or volunteer experience in advocacy, community education, crisis response or comparable required. Must be extremely well organized and able to work independently; knowledge of the local community preferred.

### **Required Knowledge, Skills, and Abilities:**

- Demonstrated comprehensive understanding of domestic violence, sexual assault, and stalking issues
- Bachelors degree in relevant study or combination of education and experience
- Experience with education and promotional campaigns on social media outlets, including Facebook and Twitter
- Proven ability to effectively network with community resources
- Ability to make decisions under high stress conditions
- Excellent oral and written communication skills
- Experience with community outreach/presentations
- Experience coordinating community services
- Excellent, proven interpersonal skills and abilities
- Proven leadership competencies in collaborative situations
- Proficient with Microsoft Office Suite, including Word, Excel, PowerPoint, and Publisher

### **Principle Duties and Responsibilities**

#### *Education and Outreach:*

- Conduct community outreach, advocacy meetings, and education throughout Gallatin County to coordinate the implementation of best practices in the prevention and intervention of domestic violence, sexual assault, and stalking
- Table at community events to provide education and information on resources for domestic violence, sexual assault, and stalking
- Provide educational trainings to: Members of the Gallatin Project; City of Bozeman; Montana State University Staff and Community; Law Enforcement; Prosecutors; Municipal, Justice, and District Court Staff; Gallatin County Staff; Community Members, Groups, and Agencies; and Victims and Victim Service Providers throughout Gallatin County
- Research, develop, and implement education curriculum, brochures, posters, training materials and other products required for community outreach and advocacy
- Coordinate distribution of education materials to agencies in Gallatin County

- Refer victims to other services and community resources as appropriate
- Develop and monitor social-media and web-based outreach and develop measurement tools for determining effect on access to victims' services, especially for underserved populations
- Research current data for presentations to community groups, schools, agencies (Laws, trends, counseling, resources)
- Annually review the level of service provided to underserved populations and focus efforts to close any gaps in service or disparities compared to the broader population and develop specific protocols for addressing gaps/disparities
- Communicate and coordinate with other community educators and assist in development of educational materials and curriculum as necessary
- Collaborate in all training and educational events for supervising agency (HC, Inc.)
- Create, update and maintain extensive online training registry pertaining to issues concerned in Sexual Assault and Domestic Violence.

#### *Coordinated Community Response*

- Research and educate on best practices for Sexual Assault Response Team (SART), Gallatin County Multidisciplinary Team (GCMDT) and Domestic Violence Response Team (DVRT), especially for underserved populations, in collaboration with team members
- Collaborate with CCR teams to Research, develop, and implement community outreach events for Sexual Assault Awareness Month (April), Domestic Violence Awareness Month (October), and Stalking Awareness Month (January)
- Act as liaison member between teams
- Coordinate communications, meetings, materials and records for the SART and MDT.
- Coordinate, assist with development, and conduct team trainings related to SART, DVRT, MDT teams as necessary and requested
- Disseminate resources and complete products or policy changes with the teams and provide training to team members on these changes and products as appropriate
- Attend monthly meetings for SART, MDT and DVRT
- Create and implement organization and structure for monthly community SA/DV educators meetings and collaborations in the hopes of creating coordinated messaging on SA/DV topics and issues.
- Coordinate and assist with educational needs for the Gallatin County Child Advocacy Center (GCCAC)
- Attend monthly Greater Gallatin Homelessness Action Committee meetings. Identify opportunities for collaboration and education regarding the unique intersection of homelessness and interpersonal violence
- Communicate with team and project partners to help identify needs and gaps in response processes and work with teams to help address needs and gaps through formal protocol or other processes

#### *Interagency Networking:*

- Communicate outreach work with and train law enforcement, judges, court personnel, jail personnel and other groups providing intervention services with an emphasis on best practices
- Communicate, collaborate and assist in accessing project needs for all Gallatin Project partners.

- Staff liaison to the Gallatin Project Team .
- Participate in local task forces, coalitions and teams as needed
- Assist the Gallatin Project in identifying, revising and adopting policies, protocols, and procedures that enhance victim safety with an emphasis on underserved victims including victims over 50 and the LGBTQIA population and other under-represented populations, as identified.
- Maintain records of all interagency networking and meetings
- Sit on community committees when appropriate
- Maintain coordination activities and collaborations with MSU VOICE Center

*Data Collection:*

- Maintain accurate statistics and document and maintain permanent records of services and trainings provided
- Input data into database on a weekly basis, assist in database maintenance, and participate in data analysis for Gallatin Project and grant reporting
- Submit monthly and quarterly reports on presentations, trainings, and all relevant statistics including all Office of Violence Against Women (OVW) reports
- Maintain feedback and evaluation forms on trainings

*Personnel:*

- Assist with training and coordinating volunteers/interns/paraprofessionals

*Finance:*

- Maintain proper financial records and receipts for all CE/CCRS expenses
- Gather required documentation and submit monthly invoices for CEA position
- Assist SACC with grant applications for education coordination issues and reporting

*Other:*

- Attend staff agency meetings of SACC and Help Center
- Attend SACC Board events as requested
- Attend and participate in periodic law enforcement briefings or ride-along opportunities
- Coordinate prevention and awareness services
- Other duties as assigned by the Executive Director of SACC

*Training*

- Must attend domestic violence and sexual assault training programs including Office on Violence Against Women Trainings
- Must independently find and obtain approval for webinar and online trainings as well as attend online trainings as directed by supervisor
- Must attend all training provided by the Gallatin Project Team on laws affecting victims of domestic violence, sexual assault, and stalking

*Physical Demands:*

- Ability to perform a variety of duties, often changing from one task to another of a

