

## POSITION ANNOUNCEMENT PREVENTION SPECIALIST

### **The Organization:**

The Children's Advocacy Center of Lincoln County is a child abuse intervention center serving all of Lincoln County. We are a non-profit organization dedicated to the prevention, evaluation and treatment of child abuse. The Center provides forensic interviews, specialized medical evaluations, family support and advocacy, and counseling services to those children referred to the center by our community partners. The Center works in collaboration with the child protective services, law enforcement, and other multidisciplinary team members, and the Samaritan Hospitals, to ensure the most effective and coordinated response to prevent abuse and reduce the effects of trauma for children who have been sexually or physically abused, neglected, or who have witnessed violence and/or drug endangerment. Our child friendly environment seeks to find out what has happened and to provide a path to healing through family support and trauma informed therapeutic services. The Children's Advocacy Center of Lincoln County is a member of the Oregon Network of Child Abuse Intervention Centers (<http://www.childabuseintervention.org>) and an accredited member of the National Children's Alliance (<http://www.nationalchildrensalliance.org/>).

### **Position Summary:**

We have a part-time Prevention Specialist position available serving Lincoln County (0.5 FTE). Reports to the Executive Director.

### **Lincoln County Prevention Specialist 0.5 FTE**

This position will be working at the community level to support the coordination, implementation and facilitation of child abuse prevention programs in Lincoln County. This position will promote and conduct Darkness to Light's Stewards of Children child sexual abuse prevention training to Lincoln County community members. The goal is to reach the Tribal, Latino, and general community members. This will be done by recruiting and coordinating volunteer prevention facilitators to help conduct the trainings. This position is also responsible for collecting and reporting training data for our grant evaluation team.

### **Specific Responsibilities for Lincoln County Prevention Specialist**

Responsibilities include but are not limited to:

- Community relations, outreach, coordination and facilitation related to Children's Advocacy Center prevention programs, specifically the *Darkness to Light: Stewards of Children* trainings in Lincoln County, the Pinwheel Campaign to Prevent Child Abuse, and supporting the Center's general prevention efforts as needed.
- Recruit, coordinate and support local volunteers to serve as trainers for *Darkness to Light's Stewards of Children* training.
- Increase the capacity of local communities to educate parents and other adults on ways to recognize and prevent child abuse by building community education and local trainer assets.

- Facilitation/instruction of Children's Advocacy Center prevention trainings.
- Regular communication and active support with prevention training facilitators and volunteers, when necessary.
- Support planning and implementation of annual Pinwheel Campaign.
- Responsible for data entry for Prevention and Education trainings.
- Represent the Children's Advocacy Center of Lincoln County at community outreach events.
- Other Prevention and Education Program project coordination and support as needed.

### **Knowledge/Skills**

- Excellent communication skills, including written and verbal, required.
- Experience in community outreach or public speaking.
- Experience in group facilitation.
- Proficient computer skills required.
- Bi-lingual preferred (Spanish).
- Excellent organizational and project management skills.
- Ability to use a collaborative approach to problem solving.
- Ability to comfortably speak and facilitate trainings in front of an audience.
- Ability to recruit, coordinate and support volunteers.
- Willingness to adapt to change.
- Ability to work independently and also cooperatively as a team.
- Ability to work with a diverse group of staff and volunteers.
- Ability to be flexible with work schedule (including weekend and evening trainings, outreach events, and occasional travel to trainings/meetings outside of Lincoln County, etc.)
- Ability to be professional at all times.
- Strong commitment to prevent and raise awareness of child abuse in Lincoln County.

### **Duties and Responsibilities as a Children's Advocacy Center Team Member:**

- Quality improvement processes: participates in evaluation of individual and team functioning, actively works towards team goals and Children's Advocacy Center objectives.
- Conforms to Children's Advocacy Center policies, procedures and protocols.
- Upholds Children's Advocacy Center mission, vision and values.
- Interacts with all clients, staff and board with high ethics and accountability.
- Accountable to HIPAA standards (or more stringent standards set forth by state law or as developed by Children's Advocacy Center) for client privacy and confidentiality.

### **Education and Experience:**

Bachelor's degree and a background in education and/or social services preferred.

### **Physical Requirements:**

Light work: exerting 1-20 lbs. of force frequently and up to 25 lbs. of force occasionally. Repetitive motions-frequent use of upper and/or lower extremities in a repetitive motion to use computer and telephone. Ability to communicate in-person and via technology, one-

to-one and groups of all sizes.

**Hours, Compensation and Benefits:**

- 0.5 FTE.
- Compensation: dependent upon experience.
- Benefit package: Paid Time Off and paid Holidays, Increased wage in lieu of Insurance.

**Other Requirements**

- Must have reliable transportation, job requires travel throughout Lincoln County and occasional trainings/meetings outside of the Central Oregon Coast. Flexibility of schedule within normal business hours required.
- If a private vehicle is utilized for company purposes, validation of an Oregon Class C Driver's License, validation of driving record and approval for commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage.

**To Apply:**

This position description and application can be found on the CAC's website ([www.childrensadvocacycenter.net](http://www.childrensadvocacycenter.net)). This position will remain open until it is filled. The first review of applications will take place on Monday, June 22<sup>nd</sup>, 2020. Applicants may be invited to participate in a phone or in-person interview, but an interview is not guaranteed. The successful applicant will be paired with a mentor and will engage in ongoing peer review.

Interested applicants should send a resume and application to:

**Paul Schrader**

**Executive Director**

**Children's Advocacy Center of Lincoln County**

**PO box 707 Newport, OR**

**97365**

**Phone: 541 574-0841 - Fax: 541 574-0821**

**Email: [director@lccac.com](mailto:director@lccac.com)**

A state of Oregon criminal background check and a department of Human Services Child Welfare background check is required for employment at the Children's Advocacy Center of Lincoln County and will be completed for finalists.

*In accordance with Federal law and U.S. Department of Justice policy, this organization is prohibited from discriminating on the basis of race, color, national origin, disability, religion, sex, or age.*