

Transitions of PA Job Description

Position:	Education Specialist
Supervisor:	Outreach Coordinator
Classification:	Non-Exempt
Salary Range:	Competitive
Effective Date:	Current Fiscal Year

Job Description:

Under the supervision of the Outreach Coordinator, the Education/Outreach Specialist is responsible for providing school and community-based education programs and performing systems advocacy. This position includes evening and weekend hours. The Education Specialist is a mandated reporter of suspected child abuse as defined by PA Child Protective Services Law. Responsibilities require the exercise of independent judgment and knowledge of overall agency activities. This position is full-time with primarily daytime and early evening hours. This position participates in on-call duties.

Responsibilities:

- Present education and awareness programs to pre-K through grade 12 in schools throughout our three-county service region.
- Provide training and education programs for university students, health care workers, law enforcement, business personnel, church groups, and other community organizations.
- Increase community awareness of agency's services by:
 - Representing organization at health fairs and other awareness-raising venues.
 - Design fliers, brochures, handouts, advertisements, educational trifold, and display centers for health fairs, school programs, and other awareness/educational programs.
- Contact school administrators in districts in which agency has an established relationship to offer and schedule organization's existing prevention education school-based programs.
- Contact school administrators in districts in which agency does not have an established relationship to offer prevention education school programs and negotiate Memorandums of Understanding.
- Perform systems advocacy and maintain statistics and strict record-keeping.
- Contribute to grant research and grant writing as assigned by Outreach Coordinator.
- Attend staff meetings, case review meetings, in-services, training, and additional meetings as assigned.
- In collaboration with the other Education/Outreach Specialist, update Transitions' A/V library and classroom curriculum.
- Provide direct services to victims of crime by providing on-call coverage, hotline counseling, and other duties as assigned.
- Responsible for participating in daily operations of agency (i.e. answering telephone, responding to e-mail, etc.)

October 24, 2018

- Perform other duties as assigned.

Qualifications:

- Bachelor's Degree in related field or Associate Degree and three years classroom setting experience.
- Must complete the 80-hour Transitions Domestic Violence and Sexual Assault counselor training
- Must have excellent organizational and communication skills. Journalistic expertise and experience are helpful. Must have the ability to present information clearly through writing and public speaking.
- Must have the ability to deal with the emotional component of presentations and handle disclosures at outreach presentations.
- Must be knowledgeable of domestic violence, sexual assault, and all other relevant issues and their impact on the victims Transitions serves.
- Must be knowledgeable in various computer programs, including Word, Power Point, Excel, Publisher, and other image programs.
- Need to be familiar and competent with Facebook, Twitter, and other social networking sites.
- Must possess a reliable vehicle and have a valid driver's license with no restrictions.
- Must have Act 151 and Act 34 clearances.

Staff Signature

Date

Supervisor's Signature

Date

October 24, 2018