

THE CENTER FOR VIOLENCE-FREE RELATIONSHIPS
JOB DESCRIPTION

POSITION: Prevention Education Assistant (TEACH)

REPORTS TO: Prevention Education Program Manager

WORK WEEK: 20 Hours per Week (including evening and weekend functions)

STATUS: Non-Exempt

POSITION SUMMARY: Under the direct supervision of the Prevention Education Program Manager, assists in the direct implementation of the TEACH program.

AGENCY DESCRIPTION: The Center for Violence-free Relationships is dedicated to building healthy relationships, families and communities free from sexual assault and domestic violence through education, advocacy and services in western El Dorado County.

RESPONSIBILITIES:

- Provide leadership in the day-to-day operations of the Prevention Education Program (TEACH) including clerical and class preparation, curriculum delivery, and all requirements of ETO (Efforts to Outcomes).
- Provide data entry and assist in the development of comprehensive program reports.
- Assist in appropriate classroom management with students of all ages.
- Communicate with students, teachers and administrators in a professional manner, one-on-one as needed and/or as required by RPE scope of work.
- Present a professional appearance at all times.
- Ability to research updated curriculum ideas and activities.
- Ability to meet deadlines and work under tight-time schedules.
- Ability to write reports, record observations, and document conversations with proper spelling, grammar and format.
- Maintain positive and professional relationships with school administration, personnel and teachers at all schools.
- Work collectively on program evaluation with the Prevention Education Program Manager.
- Stay current on changes in sexual violence prevention.
- Ability to react with flexibility and sensitivity to changing situations and needs.
- Attend mandatory state sponsored meetings/trainings.
- Other duties as assigned.

The Center for Violence-Free Relationships is an equal opportunity employer. People of color and survivors of domestic violence and sexual assault are encouraged to apply.

QUALIFICATIONS:

- Ability to work in a performance based agency and be prepared to meet established performance thresholds and compliance with data entry and client service.
- Experience working effectively with children and families at all levels of the socio-economic structure and of varying ages (preferable 8-14).
- Experience delivering curriculum to middle/high school aged students.
- Formal education and/or experience in the one or more of the following areas or related fields: Early Childhood Education, Recreation, Elementary Education or Community Health Education.
- Experience and knowledge of age appropriate behavior and possess the ability to relate to kids appropriately.
- Interact with children and relate to them in a supportive and nonjudgmental way.
- Possession of a valid California driver's license, reliable automobile, current auto insurance, and a clean driving record.
- Maintain a clean Federal and State finger print report with no criminal history.
- Ability to work effectively in Microsoft Office including Excel, Word, and Outlook. Possess a basic knowledge of database structure and the ability to learn to use Efforts to Outcomes. Possess a basic understanding of using a PC, office networks, and data security.

PHYSICAL JOB REQUIREMENTS:

During working hours, employee must have the ability to:

- Stand for 75% of their working hours.
- Lift objects to 25 pounds from floor to shoulder level and carry for brief periods.
- Bend and stoop while filing.
- Twist and reach while at a desk or computer terminal.
- Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
- Hear and speak well enough to converse over the phone or in person at all times.
- Legally and physically able to drive their own and/or agency vehicles during and after work hours.
- Attend functions in evenings and on weekends when necessary.

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