

**Prevention Education Presenter**

**Qualifications:**

Education: High School Diploma  
Hours: 20 hours per week  
Salary: DOE  
Location: Mendocino County

**DEFINITION**

The Prevention Education Presenter provides instruction to students through various means in order to educate them on issues associated with domestic violence and sexual assault. The Prevention Education Presenter assists in the development of age appropriate materials.

**DISTINGUISHING CHARACTERISTICS**

Employees in this job classification travel to schools in Mendocino County and present programs on healthy and unhealthy relationships to students, faculty and administrative personnel. The presenter works closely with the Prevention Education Coordinator or Supervisor to develop age appropriate curriculum on: healthy and unhealthy lifestyles, communication, choices, violence prevention, personal safety, etc. The presenters will learn to facilitate support/educational groups at the Junior and Senior High Schools.

**The Prevention Presenter position is a Mandated Reporter position.**

**REPORTS TO**

Prevention Education Coordinator – Inland Office or Coast Services Director (depending on workplace location)

**CLASSIFICATIONS SUPERVISED**

Directly supervises: This is not a supervisory job classification.

Indirectly Supervises: School children.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES AND RESPONSIBILITIES** (The following is generally representative of the duties and responsibilities of this job classification. It is not a complete description of all possible job assignments, nor is it restrictive as to job assignments and responsibilities which may be required of an incumbent.)

- Travel to schools within Mendocino County and present programs on healthy and unhealthy relationships, personal safety, and bullying to students, faculty and administrative personnel.
- Work with the Prevention Education Coordinator or Supervisor to develop age appropriate curriculum on: healthy and unhealthy lifestyles, communication, violence prevention, personal safety, etc.
- The facilitation of support /educational groups at the Junior and Senior High Schools.
- Contact school personnel to: provide information on Project Sanctuary programs available for schools; schedule and confirm presentation dates.
- Make sure necessary materials are ready for distribution by creating and maintaining inventories. Develop and maintain positive and collaborative relationships with school personnel and other service agencies.
- Report child abuse and/or neglect to Child Protective Services.

**TYPICAL PHYSICAL REQUIREMENTS** (These are typical requirements, but reasonable accommodations for job candidates with disabilities will be discussed.)

Sit for extended periods; frequently stand and walk; stoop, kneel, and crouch to pick up objects; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 40 lbs.; corrected hearing and vision to normal range; use of office equipment including computer, telephone, calculator, copier, and fax.

**TYPICAL WORKING CONDITIONS**

Work is normally performed in a variety of environments in the community and Project Sanctuary facilities; frequent driving to different locations and sites throughout the service area; frequent contact and communications with other staff, the public, and representatives of other agencies; work hours may be variable and outside of the normal (8:30 AM – 4:30 PM) workday in order to meet the needs of school presentations.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Oral and written communication skills; feel comfortable with different age groups in a classroom setting.
- Speaking in public and assisting in student group facilitation.
- Taking direction and working cooperatively as a team member.
- Mandated reporting regulations and reporting procedures.

**Ability to:**

- Grow with the expectations of the position.

- Communicate with persons from a variety of socio-economic, cultural and ethnic backgrounds.
- Computer skills with knowledge of Microsoft Office, including PowerPoint and Mac OS and applicable applications
- Presentation skills with the ability to interact with people of all ages on sensitive topics.
- Self-directed individual with ability to work independent of others.
- Effectively represent Project Sanctuary in contacts with schools, and occasionally with collaborative groups and community organizations.
- Become certified in accordance with legislative mandates as per evidence code 1037.
- Prioritize and meet deadlines
- Work independently of others and be self-directed.
- Maintain a varied and flexible work schedule

**Training and Experience:** Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying.

**Special Requirements:**

Possession of a valid and appropriate California Driver’s License and insured vehicle.

**My signature is acknowledgment that I have received a copy of my job description**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

***Note to supervisor; after signature is obtained, make a copy for the employee and the original copy goes in the personnel file***