

**SANILAC COUNTY CHILD ABUSE PREVENTION COUNCIL
POSITION DESCRIPTION**

Job Title:	Prevention Educator
Reports to:	Executive Director
Salary Range:	\$44,167 - \$49,998 per year
Employment Status:	Full-Time 37.5 Hours/Week (flexible schedule)

How to Apply: Submit cover letter and resume to Stephanie MacMillan, Executive Director for the Sanilac County Child Abuse Prevention Council at: macmillans@sanilacchild.org

Summary:

Facilitate and implement evidence-based programs aimed at preventing child abuse and neglect within the community. Coordinate community outreach activities and fundraising events. Maintain social media platforms and website.

Essential Duties & Responsibilities:

- Facilitate and implement evidence based child abuse and neglect prevention program(s) in local schools and the community.
- Oversee all Baby Pantry activities, including volunteers, educational materials and educational workshops.
- Coordinate annual events; such as, the Community Baby Shower and Youth Empowerment Camp with the planning committee.
- Coordinate community outreach activities and fundraising events with the planning committee.
- Prepare written correspondence and promotional materials, updates and maintain website content.
- Develop and implement social media strategies, create engaging content and analyze metrics.
- Other duties as assigned.

Knowledge-Skills-Abilities:

- Knowledge and understanding of family violence and the dynamics of child abuse and neglect.
- Knowledge of child development and the impact of trauma.
- Knowledge and understanding of Department of Health and Human Services and Law Enforcement in Sanilac County.
- Effective verbal and written communication skills.
- Effective organizational skills.
- Demonstrate effective problem solving skills and ability to work with diverse professionals.
- Knowledge and understanding of cultural diversity and the unique barriers families face in the community.
- Ability to adjust and to change, handle distractions, interruptions and stressful situations.
- Ability to write concise detailed summaries and decipher information.
- Knowledge of local community resources.
- Ability to respect and maintain confidentiality.
- Ability to work in a team setting.
- Proficient computer skills.

- Ability to work independently.

Other Requirements:

The physical environment is an office setting. The position requires the ability to sit at a desk, work at a computer and do some light lifting. The position will involve travel for meetings, trainings, school prevention programming, etc. All employees must have NO criminal convictions (felonies/crimes) of child abuse/neglect or violent crimes and no listing as a perpetrator on the Department of Health and Human Services Central Registry. Background checks are required. Employees will also be required to participate in the CAC's fundraising activities. Employees are occasionally required to participate in activities outside of normal business hours.

Educational Requirements:

Bachelor's Degree preferred, however any combination of knowledge, skills and abilities and appropriate work experience shall be considered.

Performance Evaluation:

Employees will be formally evaluated on an annual basis. All employment relationships at the Sanilac County Child Advocacy Center are AT-WILL, and may be terminated at any time, with or without cause and with or without notice. Nothing in any job description, employment agreement or future evaluation shall be constructed as guaranteed employment.

The above job description is intended to summarize the ESSENTIAL functions of the Program Coordinator/Educator. It is not meant to be an exhaustive list and other duties and responsibilities may be requested in the performance of this job.

The Sanilac County Child Advocacy Center, is an equal opportunity employer and maintains a policy of no-discrimination with respect to all employees and applicants for employment. All personnel actions, such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation, benefits, termination and education, recreational and social programs are administered without regard to disability status, sexual orientation, race, color, sex, religion, national origin, citizenship status, partisan consideration, opposition or participation activity protected by applicable law or membership applications for membership in uniformed service. Employment decisions, subject to legitimate business requirements of the Sanilac County Child Advocacy Center are based on an individual's qualifications, merit and performance.