



## Child Protection Center, Inc.

**TITLE:** Prevention Educator  
**PROGRAM:** Personal Safety and Community Awareness  
**SUPERVISOR:** Personal Safety and Community Awareness Program Director  
**STATUS:** Non Exempt; Safety Sensitive Position  
**SUMMARY:** The principal goal of the Prevention Educator is to broaden awareness of and increase knowledge regarding the prevention of child abuse within our community. This objective is achieved by means of the instruction of research based Personal Safety & Community Awareness Program workshops for children, youth & adults, and the facilitation of program functions at community events.

### Duties and Responsibilities include the following:

1. Perform all activities to support the mission, vision and values of the Child Protection Center, Inc.
2. Collaborate with the CPC Leadership team to meet the goals outlined in the Strategic Plan and to promote a professional and positive work atmosphere at the Child Protection Center
3. Present workshops for children, youth & adults that adhere to the program approved personal safety curriculum and that are consistent with the highest professional standards of effective, developmentally appropriate instructional techniques and classroom management strategies.
4. Facilitate or participate in community events as assigned by the Program Administrator.
5. Maintain accurate and timely records.
6. Assist the Program Administrator in monthly, quarterly, and annual reporting functions.
7. Contribute to the development and implementation of state of the art, research based, effective and developmentally appropriate personal safety curriculum and methods of outcome measurement.
8. Remain current in research, preview and purchase of appropriate materials to supplement and enrich the PSCA Program Workshops & community events.
9. Assist PSCA Program Administrator in the training of and give assistance to apprentice Prevention Educators and Facilitators.
10. Participate in the development and implementation of the PSCA strategic plan.
11. Organize and maintain proper care and appropriate inventory of program materials and notify program director of necessary reorder of consumable supplies as needed.
12. Engage in standard office duties and responsibilities.
13. Maintain confidentiality of all Child Protection Center matters at all times, and remain in compliance with all CPC and PSCA Program policies and procedures.
14. Other duties may be assigned.

**MINIMUM REQUIREMENTS/SKILLS:**

Oral Communication Skills	Diplomacy	Time Management	Filing
Written Communication Skills	Professionalism	Computer Literacy	Keyboard Skills
Telephone Etiquette	Proofreading Skills	Math Aptitude	Organization
Physical Demands (Lift/Move 50 pounds)		Ability to travel	
Level II Background Screening		Professional Conduct and Appearance	

**EDUCATION AND TRAINING:** Bachelor’s Degree in Education (preferred) or human services

**EXPERIENCE:** Minimum one year working with groups of children in an educational environment

\_\_\_\_\_ I acknowledge that I have read and can fulfill all of the duties, responsibilities and minimum requirements/skills of the Prevention Educator.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_