



### **Clackamas Women's Services Position Description**

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| <b>Position:</b>       | Violence Prevention Educator   |
| <b>Status:</b>         | Permanent, Non-exempt, Full-Time   |
| <b>Starting Pay:</b>   | \$25.00- \$28.25/hour (+ \$1.00/hr for bilingual), DOE, benefits available first of the month following date of hire |
| <b>Hours:</b>          | Regular schedule; Primarily weekdays; some evenings and weekends   |
| <b>Responsible to:</b> | Violence Prevention Program Manager  |
| <b>Location:</b>       | On-site  |

**Staff with bilingual competencies provide an additional and essential value to our organization and we increase our starting wage accordingly for bilingual staff.**

#### **Note to Candidates:**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. Clackamas Women's Services is committed to building a diverse and inclusive organization and we strongly encourage you to apply, even if you don't believe you meet every one of the qualifications as described or if you require a reasonable accommodation to apply for or perform job duties.

#### **About Clackamas Women's Services (CWS):**

Clackamas Women's Services (CWS) was incorporated in 1985 as Clackamas County's first shelter for survivors escaping family violence and domestic abuse. CWS' service delivery framework is built on trauma-informed best practices that promote safety and self-determination. Our vision is to live in a society that no longer tolerates domestic and sexual violence, but rather thrives on mutual respect.

CWS offers comprehensive, responsive solutions for adults and children impacted by sexual assault, domestic violence, stalking, the sex industry, and elder abuse. Through our emergency shelter, A Safe Place Family Justice Center, satellite offices and throughout the community, CWS coordinates services with other public and private agencies in order to best serve survivors seeking help. Participants in our programs receive no-cost services by highly trained staff.

CWS is committed to building an organizational culture that reflects our values. We envision a community of survivors, staff, partners, volunteers, and donors who are deeply committed to breaking the isolation of domestic and sexual violence. We do this by creating community and partnership, honoring, and celebrating survivors, and engaging in work toward equity and social change through

community engagement and by investing internally in continual improvement and learning processes. We are dedicated to the ongoing work of creating and sustaining a community where everyone can thrive.

### **Benefits of working at CWS:**

Clackamas Women's Services is proud to offer competitive wages, paying above market for all positions and offering a full package of benefits including:

- 100% employer-paid health, dental, vision, and alternative care benefits for employee and dependent child(ren).
- 100% employer-paid long-term disability and life insurance.
- Generous PTO (39.5 days in first year based on accrual).
- 10 days of Holiday pay of your choosing
- Paid day off for birthday.
- Paid parental leave.
- Monthly retirement plan contribution of 5%.
- Anniversary bonus, \$25/year of service.
- \$100 monthly travel stipend
- Employee Assistance Program.
- Professional development opportunities.
- CWS was voted one of the 100 Best Nonprofits to Work for in Oregon!
- Work with a heart-centered team providing culturally responsive emergency, transitional, and long-term supports, and services. CWS helps survivors build hope and resilience so they can achieve their goals for personal safety, physical and mental wellness, financial autonomy, and family stability.

### **Position Purpose:**

Responsible for conducting primary prevention education, outreach, information, and referral to youth. Service delivery includes providing daily violence prevention education within K-12 classrooms throughout the urban and rural areas of Clackamas County. This position will utilize the Communities for Safe Kids curriculum in elementary schools and the See it. End it. curriculum in middle and high school classrooms to engage school communities in sexual and dating violence prevention with in-person classroom instruction.

### **Key Responsibilities**

- Lead efforts to establish on-going, prevention education programming within urban and rural Clackamas County schools.
- Administer violence prevention programming within Clackamas County schools through daily in-person classroom presentations to K-12 students. Staff are responsible for collaborating with teachers and managing classroom dynamics during lessons. Current offerings include:
  - See It. End It Curriculum - Lessons for middle & high school students are delivered utilizing PowerPoint-based presentations. Topics include:
    - Bystander Intervention
    - Introduction to Sexual Violence
    - Introduction to Dating/Domestic Violence
    - Root Causes of Violence (Oppression)

- Gender Socialization and Identity
  - Healthy Relationships
  - Media Literacy
  - The Harms of Pornography
  - Victim Empathy
  - Bystander Practice
  - Sexting
- Communities for Safe Kids Curriculum - Lessons for elementary school students are delivered through puppet shows and student skills practice. Topics include:
  - Understanding Feelings
  - Appreciating Diversity
  - Child Abuse Prevention
  - Bullying Prevention
  - Cyberbullying Prevention
  - Staying Safe in Domestic Violence
  - Healthy Friendships
- Act as classroom leader and provide trauma-informed classroom management, interventions, or lessons.
- Reach out to teachers and school administration to support prevention program, schedule presentations, and build connections with CWS or other service providers.
- Empower students and youth to become active bystanders and healthy communicators by modeling, teaching, and practicing interrupting hateful or bullying behavior.
- Engage students and youth in violence prevention and encourage and assist them with youth-led violence prevention education projects amongst their peers.
- Help students and youth evaluate their own life, relationships, and culture through curriculum and activities.
- Administer and participate in assessments with students and teachers to increase program efficacy.
- Model and promote attitudes of non-violence, anti-oppression, inclusiveness, and power-sharing in all facets of position responsibilities, especially when working with community partners.
- Be an outspoken voice against violence against women and children, teen dating violence, sexual assault, rigid gender roles, and norms of masculinity within the community through conversation, trainings, social media, and one-on-one conversations.
- Work to engage specific communities around issues of interpersonal violence including men and rural communities.
- Provide training and information to school administrators, counselors, teachers and involved parents about teen dating violence, sexual violence, interpersonal violence, primary prevention, and adequate school response.
- Facilitate group conversations in a supportive, respectful manner.
- Provide support and information referrals, education, and advocacy, especially concerning youth services when needed and available.
- Make referrals to direct service staff for ongoing youth support when needed.
- Participate in curriculum revision for both See it. End it. and Communities for Safe Kids programming.
- Provide assistance with the Camp HOPE America – Oregon and Pathways Program, including but not limited to:
  - Assist with activity implementation and camper & family engagement throughout the year and leading up to camp.

- Act as in-person, lead staff member at camp for 2.5 weeks each summer by leading activities and participating in the execution of all aspects of on-site, Camp HOPE programming.
- Act as a mentor and set a great example for camp counselors and camp support staff,
- Participate in youth mentoring events throughout the year
- Assist with monthly grant reports by providing data to the Violence Prevention Program Manager.
- Other duties as assigned.

**General Responsibilities:**

- Represent the mission, value, and philosophy of CWS to program participants, employees, Community partners, and to the public.
- Represent and reflect the values of the agency through direct communication and collaboration with co-workers, partners, and participants.
- Model values of equity and inclusion in decision making and daily work.
- Complete documentation of all services, including intakes, releases of information, demographics tracking and statistics within the CWS database for all participants on a minimum of a weekly basis. (if applicable)
- Maintain appropriate participant confidentiality in accordance with advocate privilege and federal statutes. (if applicable)
- Provide consultation and support for community partners through collaboration and information sharing regarding the dynamics of domestic violence and sexual assault and its impact on survivors. (if applicable)
- Work in conjunction with other staff to provide consistent services to participants.
- Participate in speaking engagements and educational trainings as requested.
- Attend CWS all staff meetings and regular team meetings.
- Meet regularly with the supervisor to plan and prioritize projects.
- Submit necessary monthly timesheets and mileage reimbursement forms.
- Manage daily schedule appropriately.
- Other duties as assigned.

**Minimum Qualifications:**

- Bilingual and/or Bicultural preferred
- Willingness to complete 40-hr confidential advocate training
- Experience in the field of domestic violence, sexual violence, and/or child abuse.
- Experience teaching, training, or public speaking.
- Experience working with pre-teen and teen populations.
- Knowledge of classroom management, curriculum construction, or teaching techniques.
- Demonstrated understanding of the dynamics of domestic/ sexual violence and child abuse.
- Demonstrated ability to work non-judgmentally with people of diverse backgrounds and life experiences.
- Knowledge of developmentally appropriate practice and positive parenting techniques.
- Demonstrated understanding of anti-oppression issues, ability to work effectively with individuals from diverse backgrounds, and understanding of culturally competent service delivery methods
- Enthusiasm for working collaboratively with a wide range of public and private systems intersecting with the DVSA field (law enforcement, DHS, courts, education, etc.).

- Computer proficiency in Windows environment including word processing and spreadsheets; (client databases preferred)
- Valid driver's license and reliable transportation required; position includes use of personal vehicle to complete some tasks.
- Must be able to travel throughout Clackamas County and the Greater Portland Area.
- The person in this position frequently: moves throughout CWS worksites and the community to meet with donors, volunteers, community members, partners, and staff. The person will also periodically move supplies and other items (up to 50 lbs.) from one place to another, participates in community events, and may work in all types of weather.

**We are committed to building a diverse and inclusive workforce that represents the communities we serve. Women, people of color, LGBTQ+, older adults and people with disabilities are strongly encouraged to apply.**

Clackamas Women's Services complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, disability, religion, sex, gender identity, sexual orientation, or age.

Clackamas Women's Services operates its program, services, and activities in compliance with federal nondiscrimination laws.

Please submit a resume and cover to [hr@cwsor.org](mailto:hr@cwsor.org) with the subject line of "Violence Prevention Educator"

*\*As noted in CWS Personnel Policies: any job may be reclassified at any time.*