

**Cleveland Rape Crisis Center  
Job Description**

**Position:       Prevention Specialist**

**Reports to:     Manager of Education and Outreach**

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**Position Summary:**

The Prevention Specialist is responsible for providing educational programming designed to prevent sexual violence and other programs as required. Content will be primarily presented to young children (aged 0-8), parents, teachers and community members. The Prevention Specialist will also provide presentations to schools and out-of-school-time programs for older students as needed. The Prevention Specialist will also represent CRCC's mission at various meetings of collaborative groups and organizations. This position is accountable for maintaining timely and accurate program records.

**Principal Duties and Responsibilities:**

- Facilitates best practice prevention programming for young children and the community at large.
- Works with diverse stakeholders—focusing on schools in Cleveland Metropolitan School District, preschool programs, inner-ring suburban public schools, and parent-teacher organizations. Secondary stakeholders include: exurban/suburban public schools, private schools, out-of-school-time programs, recreation departments, and countless other community partners.
- Provides educational programming for audiences of parents, teachers, and especially young children (ages 0-8).
- Fosters and maintains working relationships with school personnel and staff at community organizations.
- Develops curricula sessions to best meet the needs of target audiences.
- Develops and works to distribute home-based activities for families to implement with young children.
- Spearheads efforts to assess community needs for early childhood prevention efforts.
- Attends ongoing CRCC meetings and trainings.
- Model professional, responsible behavior at all times.
- Prepares written materials, supplies, etc. for each program session.
- Gathers and maintains accurate, complete records of programs and projects (including program sign-in sheets and completed participant pre/post-test evaluations) to provide supervisor with monthly status reports in the database.
- Create and implement program assessment to match organizational SMART

Goals.

- Updates the supervisor of any problems associated with working in the community.
- Assist with the development of documents and reports.
- Upholds the overall mission, goals, policies and procedures of CRCC.
- Performs other duties as assigned.

**Qualifications:** Strong candidates will have experience working with early childhood and in the field of prevention. Candidates who are bilingual are strongly encouraged to apply. Associate degree and 2-3 years of professional experience in a related field required. Must have ability to work independently, build relationships, and collaborate internally and externally; ability to understand and communicate agency mission, and communicate effectively with diverse audiences, staff, volunteers and partners both verbally and in writing. Effective presentation/public speaking skills are required. Must be able to travel throughout Cuyahoga County, and possess valid OH driver's license.

**Competencies required:**

- Excellent customer service skills
- Excellent presentation and public speaking skills, ability to frame messages
- Knowledge of and ability to adapt to various and developmentally appropriate learning styles
- Ability to effectively address program goals and objectives
- Ability to effectively facilitate groups, including class room management skills
- Critical thinking skills
- Ability to be self-motivated, hold self accountable and be reliable
- Excellent project and time management skills
- Ability to deliver creative presentations (include auditory, visual and kinesthetic methods)
- Basic crisis intervention skills
- Understands basics and fundamentals of behavior change
- Desire to work with children and youth

**Hours of Work:** This is a full-time position (40-hours a week) requiring flexible hours of work for the purpose of meeting the need of survivor of sexual assault – some evenings and weekend hours required. This position requires travel within the community.

Cleveland Rape Crisis Center is dedicated to building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.