



CHILDREN'S ADVOCACY CENTER
OF SMITH COUNTY

BILINGUAL COMMUNITY EDUCATOR

REPORT TO: CHIEF EDUCATION OFFICER
COMPENSATION: COMMENSURATE WITH EXPERIENCE
EXEMPT STATUS: EXEMPT
COMMITMENT TYPE: FULL TIME
BASE OF OPERATIONS: TYLER, TEXAS

SUMMARY:

Children's Advocacy Center of Smith County (CACSC) provides comprehensive services to child victims of abuse and their non-offending caregivers in conjunction with a multi-disciplinary team (MDT) made up of Law Enforcement, Child Protective Investigators, and the District Attorney's office. Working within this team environment, the Community Educator's role is to increase the awareness of child abuse by providing educational presentations to child groups and child-serving organizations, building community partnerships, and implementing community-wide prevention initiatives.

ESSENTIAL FUNCTIONS:

- Provide education and training to members of the community regarding child abuse prevention, recognition, and reporting in English and Spanish
- Provide evidence-based child abuse prevention curriculum to school aged children in school settings and child serving organizations in English and Spanish
- Represent the CACSC at networking events, community meetings, and outreach events
- Partner with school administrators, staff, local agencies, and MDT partners to foster coordination of services and integration with other school and community programs
- Maintain knowledge of current research, evidence-based sexual abuse prevention strategies and programs
- Maintain cross-cultural awareness in the performance of all responsibilities
- Conduct professional interviews with media outlets to educate the Smith County community about child abuse
- Serve as the point of contact for requests for presentations and maintain an internal database to assist with specialized training, presentations, or events
- Conduct community outreach to organizations such as, but not limited to, community agencies, elementary, middle, and high schools, alternative school settings, local businesses, and other human service agencies in Smith County
- Attend trainings and professional development regarding prevention of child abuse
- Track, compile, and report monthly statistics for grant purposes.
- Maintain positive professional relationships with all center staff, volunteers, interns, MDT members, and community partners
- Other duties as assigned by the Chief Education Officer

JOB REQUIREMENTS AND QUALIFICATIONS:

EDUCATION:

- Bachelor's Degree (minimum) in social work, education, social science, or related field with 2 years of related work experience
- Experience and/or training related to classroom experience, community outreach, or equivalent combination of education and experience

TRAINING (LICENSES AND CERTIFICATIONS):

- Valid driver's license, reliable transportation, and liability insurance

EXPERIENCE:

- Demonstrated knowledge with of child abuse and neglect
- Superior teaching, training, and presentation skills
- Prior experience in a school setting preferred

KNOWLEDGE REQUIREMENTS:

- High level of written and oral communication skills in both English and Spanish, organizational skills, computer skills, and collaborative capabilities
- Proficiency with Microsoft, Word, Excel, and Outlook

INTELLECTUAL AND PHYSICAL REQUIREMENTS:

- Individual should possess tact, good judgment, flexibility, and the ability to work as a team member with individuals from a variety of disciplines
- Ability to work well under pressure, multi-task and balance diverse requirements noted above and respond quickly to challenges
- Bending, stooping, reaching, and other movements required in dealing with children. Lifting of office materials (up to 20 lbs.)

OTHER INFORMATION:

- Position involves confidential work with sensitive information about child abuse victims and partner agency personnel at supervisory and front-line levels
- Employment is dependent upon successful completion of a background check, including criminal and CPI clearances along with the National Sex Offenders Registry

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.

If you are interested and meet the requirements for this position, please send a cover letter and resume to ttanner@cacsmithcounty.org