



JOB DESCRIPTION

Position: Prevention & Education Manager
FLSA Status: Salaried, Full-time
Reports to: CPO, Counseling and Outreach
Date: 11/02/2020

Position Summary

This full-time position reports to the CPO, Counseling & Outreach. The Prevention & Education Manager is responsible for oversight and supervision of P&E staff and programming. The Manager will provide day-to-day supervision of staff and P&E activities, ensuring quality prevention education and grant goals and objectives are met. The Manager will conduct training, education and outreach to a variety of audiences on the topics of domestic violence, dating violence, sexual assault, sex trafficking, healthy relationships and sexual harassment. The Prevention & Education Manager will assist Director of Outreach & Education with planning, coordinating and facilitating Peer Counselor Trainings for staff and volunteers. The P&E Manager is responsible for P&E grant oversight, review and reporting.

Responsibilities:

- Manage, supervise, hire and train Prevention & Education staff
- Provide day-to-day P&E department oversight
- Facilitate trainings and presentations, for the agency and the community
- Collaborate with Director of Outreach & Education and CPO regarding Prevention & Education department staffing, programming, policies and protocols
- Prevention & Education program assessment, growth and development
- Represent Prevention & Education department and maintain effective working relationships at agency meetings and with community agencies
- Provide community outreach and continually seek out outreach opportunities
- Coordinate with Human Resources and CPO regarding new hires, employee concerns and disciplinary actions
- Review timesheets in a timely manner for accuracy and correct funding allocations
- Review billing for accuracy and timely submission to fiscal department
- Participate in agency meetings and committees as assigned
- Assist in coordination and facilitation of Peer Counselor Trainings for new staff and volunteers
- Coordinate Continuing Education trainings for agency and ensure P&E staff are compliant with annual requirements
- Oversight and coordination of P&E volunteer program with assigned staff
- Maintain effective working relationships with community agencies and partners
- Update Peer Counselor Training curriculum and presentation materials as needed and in collaboration with Director and CPO

- Collect data on all trainings and presentations for grant reporting purposes
- Ensure staff are documenting their activities timely and accurately in ETO and for billing
- P&E grant oversight, review and reporting
- Respond to requests for information and presentations in a timely and professional manner and coordinate appropriate WEAVE presenters and representation
- Create P&E outreach materials in collaboration with Director and CPO
- Other duties as assigned

PCT and Continuing Education

In collaboration with the Director of Outreach and Education and CPO, assist in the coordination and facilitation of Peer Counselor Training for staff and volunteers of agency, including scheduling, facilitating, presenting and serving as point of contact for participants and presenters. Maintain Continuing Education requirements for peer counselor certification and assist in scheduling continuing education opportunities for staff and volunteers; ensure P&E staff have completed their continuing education requirements per agency guidelines.

Other Responsibilities

- Manage and assist with P&E volunteer program
- Attend and actively participate in department meetings
- Attend and participate in staff and other agency meetings and committees, when necessary
- Maintain accurate timesheets and other work-related documents
- Successfully complete 69-hour Peer Counselor Training and CE requirements
- Other job duties as assigned

ADA Job Characteristics:

Work environment is primarily in a busy office setting. Local travel may be required in the set-up and/ or attendance of off-site meetings. Continuously perform the following: Lift and carry 15 lbs., extend both arms above the head and/or reach below the waist; stoop, squat, crawl, bend the back to open lower-level filing drawers, or to retrieve stored items; climb a ladder to retrieve items from shelves; climb stairs or use an elevator. Sit frequently and/or or stand when filing, copying, etc. Use fine manipulation (hands and wrist) to operate a keyboard, take notes; utilize desk calculator, file and copy documents. Corrected vision to normal range. Speak in normal vocal tone and range and communicate clearly and concisely to others. Apply normal to above average reasoning and detail as required in the accomplishment of job duties. Drive a vehicle and run errands as needed.

Qualifications and Requirements:

- Bachelor's degree required, Master's preferred
- Prior experience with community outreach and facilitation of presentations required
- Prior experience with managing and supervising others preferred
- Prior experience meeting grant goals and objectives and reporting
- Extensive knowledge of domestic violence, sexual assault and sex trafficking

- Prior experience with prevention education program development and outreach materials
- Demonstrated leadership skills
- Knowledge and demonstrated commitment to the WEAVE mission and values
- Intermediate computer skills in MS Excel, Access, Word, PowerPoint, Office and Outlook.
- Experienced with most office machines including telephone systems, calculator, computers, PowerPoint equipment, fax machines, and photocopiers
- Excellent oral and written communication skills, and high degree of professionalism
- Excellent organizational skills and the ability to multi-task
- Valid California Driver's license, current auto insurance, reliable auto transportation, and satisfactory driving record
- Hiring requirements include a criminal records background check clearance. Though not required, a TB test is strongly recommended
- Continued employment contingent on the Following Post-Hiring Requirements:
Successful Completion of WEAVE's 69-hour classroom Peer Counselor Training Program
- Annual completion of WEAVE's continuing education requirements to maintain Peer Counselor certification.

Acknowledgement:

I have read the contents of this job description, and understand this document is not a contract for employment. Further, I understand that if hired, my employment with WEAVE (Agency) is at-will, and that I or the agency may terminate my employment at any time, with or without cause or notice.

Employee Signature

Date

Supervisor Signature

Date