



Position Title: Personal Safety Program Facilitator

Reports to: Program Coordinator

FLSA: Full-Time, Hourly/school hours

Salary: \$21/per hour

Nature of Work

Under supervision of the Program Coordinator, the Facilitator will implement the Personal Safety Program into schools. Provide group instruction to students on sexual abuse and bullying prevention by teaching skills and strategies to keep their bodies safe with use of multifaceted trainings.

Essential Functions

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Facilitators may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Facilitate Personal Safety presentations with the school districts throughout Dutchess County maintaining the integrity of the training implemented
- Maintain ethical and professional boundaries with students as a program facilitator
- Maintain program evaluations and supplies
- Maintain up to date knowledge of mandated reporter requirements should students disclose abuse
- Bring all concerns and issues to the immediate attention of program coordinator
- Return all phone calls, emails, and fax requests in a prompt manner
- Participate in all required staff/agency meetings
- Attend conferences and/or training sessions as requested or required
- Stay current with new theories, issues, and evidence-based practices in personal safety
- Maintain materials for all presentations in schools, including setup, breakdown, and inputting data into the program's systems
- Communicate the Child Abuse Prevention Center mission to the community at outside events

Employment Standards

Associates Degree in Human Services or related field with 2 years of experience working with children with and/or group facilitation. Valid Driver's License and proof of current valid insurance.

- Special Requirement: This position requires an automobile, a valid NY State driver's license and proof of valid insurance
- Must submit to, and pass, a criminal background check and a child abuse registry check.

Our mission is to prevent child abuse in the Mid-Hudson Valley.





The Center for the
Prevention of Child Abuse

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thecpca.org

Working Environment/Physical Demands

Work is performed in an office environment and at schools throughout Dutchess County; light to moderate physical demands; frequent use of a computer; driving to locations to facilitate presentations throughout Dutchess County.

Knowledge and Skills Required

DISTIGUISHING CHARACTERISTICS

Fluent in English, Spanish a plus. Mandated Reporter certification (Training provided)

Knowledge of:

- Child Development
- Child abuse, Neglect, Maltreatment
- Record Keeping, Data Entry
- Appropriate language to use with children

Skills In:

- Communication, oral and written
- Public Speaking
- Ability to work with diverse population in non-judgmental manner
- Proficiency with Microsoft Office and database management
- Effective time management and organizational skills
- Ability to work with a team and independently
- Ability to multitask
- Presentations, performing and creating

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