



## POSITION DESCRIPTION

**Position:** Child Abuse Prevention Educator  
**Status:** Permanent, non-exempt employee, full time (40 hours)  
**Pay:** Beginning wage: \$17.00 per hour  
**Hours:** Primarily weekdays, some evenings and weekends  
**Reports To:** Community Education & Communications Program Manager

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

Clackamas Women's Services (CWS) was incorporated in 1985 as Clackamas County's first shelter for women and children 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 confidential emergency shelter, our rural outreach office and A Safe Place Family Justice Center, 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.

### Position Purpose:

Responsible for conducting primary prevention education, outreach, information and referral to children. Service delivery includes providing Communities for Safe Kids, a child sexual abuse prevention program utilizing facilitated workshops with puppets, in K-6<sup>th</sup> grade classrooms and connecting area schools with child sexual abuse prevention resources. Engages school communities in sexual and dating violence prevention.

### Key Responsibilities:

1. Administers Communities for Safe Kids programming, including parent workshops or connections with trainings for teachers and administration.

2. Reaches out to teachers, parents, and school administration to support child sexual abuse prevention program, schedule presentations, and build connections with CWS or other service providers.
3. Empowers children and youth to become active bystanders and healthy communicators by modeling, teaching, and practicing interrupting hateful or bullying behavior.
4. Administers and participates in assessments with children and youth to increase program efficacy.
5. 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.
6. Be an outspoken voice against child sexual abuse, 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.
7. Work to engage specific communities in conversations about child sexual abuse and interpersonal violence
8. Facilitates group conversations in a supportive, respectful manner.
9. Provide support and advocacy to CWS participants including resource, support, and information referrals, education, and advocacy, especially concerning youth services when needed and available.
10. Works in conjunction with the direct service advocates to provide family-based case management and wrap-around services through referrals and information to direct-service youth programs.
11. Attend meetings with community partner agencies as needed to streamline service delivery throughout the county.
12. Assist with grant reports as needed.
13. Other duties as assigned.

**General Responsibilities:**

1. Represent the mission, values and philosophy of CWS to program participants and community partners.
2. Maintain appropriate case records including school file notes, assessments, and services provided. Complete documentation of all services, including intakes, confidentiality statements, and statistics, within ALICE database for all clients on a minimum of weekly basis.
3. Maintain appropriate client confidentiality.

4. Work to increase other providers' capacity to respond to family violence within their programs.
5. Attend CWS all staff meetings, year-end retreat, and weekly team meetings.
6. Meet regularly with supervisor to plan and prioritize projects.
7. Submit necessary monthly service logs, staff reports, mileage reimbursement forms and quarterly program statistics.

**Minimum Qualifications:**

- ◆ Experience in the field of domestic violence, sexual violence, and/or child abuse.
- ◆ Experience teaching, training, or public speaking.
- ◆ Experience working with children and youth.
- ◆ Experience in acting, theater, or puppetry a plus.
- ◆ 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.
- ◆ Valid driver's license and reliable motorized vehicle.

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

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

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Signature

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Date

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Signature

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