



Position Description

Position: Bilingual Prevention Specialist (Full-Time)

Reports to: Prevention Education Manager

Position Summary: Position is full-time with an excellent benefit package. This position is based out of the KIDS Center office in Bend, and includes traveling to Jefferson County and Crook County based on community and agency need with an priority on holding office hours in Jefferson County. This position will include promoting and conducting all of KIDS Center's prevention programs and trainings, data collection and entry, and outreach to rural communities to educate about KIDS Center and child abuse prevention.

Prevention Specialist Specific Responsibilities:

- Build and sustain collaborative community relationships to establish on-going prevention education programs.
- Strengthen communities by educating parents and other adults on ways to recognize and prevent child abuse.
- Coordinate KIDS Center community and private group trainings in Jefferson and Crook Counties in English and Spanish.
- Recruit, coordinate, and support local volunteers to serve as facilitators for specific prevention trainings from Crook and Jefferson Counties.
- Support the planning and implementation of annual Blue-Ribbon Campaign in April in Crook and Jefferson Counties.
- Help support the Prevention Education Manager with Erin's Law (Senate Bill 856) training for Crook and Jefferson County School Districts.
- Enter data for Prevention Education Department.
- Provide other Prevention Education Program project coordination and support as needed.

Duties and Responsibilities as a KIDS Center Team Member:

- Evaluate individual and team functioning; actively work towards team goals and KIDS Center objectives.
- Uphold KIDS Center's mission, vision, and values by following KIDS Center policies, procedures and protocols.
- Interact with all clients, staff, and board with high ethics and accountability.
- Accountable to HIPAA standards (or more stringent standards set forth by state law or as developed by KIDS Center) for client privacy and confidentiality.

Knowledge/Skills

- Excellent communication skills, written and verbal, required in both English and Spanish required.
- Experience in community outreach and/or public speaking preferred.
- Experience in group facilitation preferred.
- Excellent organizational and project management skills.
- Ability to recruit, coordinate, and support volunteers.
- Strong ability to work independently and cooperatively as a team.
- Ability to work with a diverse group of staff and volunteers.
- Ability to be very flexible with work and travel schedule.
- Knowledge of or willing to be trained in computer skills and basic technology.
- Strong commitment to prevent and raise awareness of child abuse in Central Oregon.

Travel/Requirements

- Reliable transportation; job requires travel throughout Central Oregon and occasional trainings/meetings outside of Central Oregon.
- Valid Oregon Class C Driver's License, approval for commercial policy insurability, and proof of personal minimum liability insurance coverage required.

Physical Requirements:

- Light work: exerting 1-20 lbs. of force frequently and up to 25 lbs. of force occasionally. Repetitive motions-frequent use of upper and/or lower extremities in a repetitive motion to use computer and telephone.

Hours, Compensation and Benefits:

- Full time position primarily Monday – Friday with infrequent weekend trainings and events. Work schedule may change weekly to correspond with community’s needs.
- Compensation: dependent upon experience.
- Benefit package: Health/Dental/Vision Insurance offered, Paid Time Off accrues at a rate of .0885 per hour (15.34 hours per month full time, 23 days per year) and can be utilized as soon as accrued. 9 paid holidays.

Having read the position description, I understand and can perform the duties responsibilities and expectations of the position, with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date

In accordance with Federal law and U.S. Department of Justice policy, this organization is prohibited from discriminating on the basis of race, color, national origin, disability, religion, sex, or age.