

JOB DESCRIPTION

JOB TITLE: Prevention/ Education Evaluation Specialist

CLASSIFICATION: Full Time - Non-Exempt

REPORTS TO: Prevention Education Supervisor

STATUS: Full Time

PURPOSE:

To create and administer evaluation tools to determine the effectiveness of CVC's education and awareness programs. To conduct education and awareness programs as needed for schools, community groups or any other CVC internal or external programming need; To assist the PE Supervisor in planning the subject matter for the programs.

JOB DUTIES AND RESPONSIBILITIES:

1. Coordinates regular evaluation of educational and awareness efforts including:
 - a. Creating evaluation tools
 - b. Administering varied evaluation methods in schools and the community
 - c. Collecting and analyzing program data from participants.
 - d. Maintain database of evaluation data.
2. Assists in the development of all educational and training materials including materials for community programs as well as internal CVC training materials for both staff and volunteers.
3. Plays a key role in orienting CVC's Prevention/Education programs toward primary prevention best practices.
4. Provides direct services to victims and their families to include:
 - Full time staff must provide hotline coverage on CVC's sexual assault and other crimes hotlines;
 - Crisis intervention;
 - Supportive counseling;
 - Advocacy/support in other systems;
 - Referral to appropriate community resources.
5. Enters program data into ETO or other CVC data base in a timely and accurate manner.
6. Acts as liaison to other systems and agencies.
7. Assists the PE Supervisor in maintaining a library of books, audio, visual and other resource materials.
8. Adheres to the policies and procedures of CVC and supporting the goals and mission of the agency and meet funding requirements.
9. Performs all other duties as assigned by CEO and VP of Operations and the PE Supervisor.

EDUCATION/EXPERIENCE:

1. Master's in Public Health Preferred: A minimum of an Bachelor's Degree in Social Work, Women's and Gender Studies, Psychology, Sociology, Public Health, Education or a related field and one year of experience, or the equivalent of same.
2. Experience collecting and analyzing data.

3. Strong public speaking and training skills.
4. Strong organizational and communication (oral and written) skills.
5. Ability to assume responsibility and make decisions.
6. Skill in problem solving and crisis response.
7. Ability to establish and maintain professional working relationships with staff, volunteers, other agencies and the public with an emphasis on children.
8. Demonstrated sensitivity in responding to crime victims and their significant others.

REQUIRED TRAINING/OTHER QUALIFICATIONS:

1. Within six months of appointment to the position, the Prevention Education Specialist must provide evidence of successful completion of the current SAC Training Program provided by this agency.
2. Must attend all training required by PCAR, PCCD or any other funder.
3. Must possess a current valid drivers license, have the use of an automobile during working hours.
4. Must show evidence of proper auto insurance coverage.
5. A Pennsylvania Child Abuse Clearance, PA Criminal History and FBI Clearance must be obtained upon employment.

Salary Range: Full Time Starting Salary \$40,000

Date of Most Recent Review and Revision: Created September 14, 2020

Date of Most Recent Board Review and Approval: Pending

Staff Signature

Staff Name Printed

Supervisor Signature

Supervisor Name Printed