



**TESSA JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Youth and Children's Rural Outreach and Education Advocate</b>
<b>REPORT TO:</b>	Youth and Children's Program Manager & Rural Advocacy Coordinator
<b>TIME REQUIREMENT:</b>	Part Time (Non-Exempt)
<b>PAY RATE:</b>	<b>\$16-\$18.26/hr</b>

**SYNOPSIS:** The person in this position assists the Youth and Children's Program Manager, and the Rural Advocacy Coordinator, in the growth and development of outreach and education to students and educators within local Rural elementary, middle, and high schools. This position provides presentations on healthy relationships, teen dating violence, bullying, mental health, consent, sexual assault, boundaries, and cyber safety within Eastern El Paso and Teller County school districts. Special attention will be paid to TESSA-based curriculums to include TESSA's Fresh Start program. This position also provides basic confidential services, education, information, and support to children and youth residing in Rural communities.

**RESPONSIBILITIES:**

- Provides comprehensive and collaborative support for children and teens TESSA serves within Eastern El Paso and Teller County school districts (to include Big Sandy SD 100J, Calhan SD RJ1, Cripple Creek-Victor SD RE-1, Edison SD 54, Ellicott SD 22, Hanover SD 28, Miami-Yoder SD 60, Peyton SD 23, and Woodland Park SD RE-2) with special emphasis on working with students, school faculty, and parents.
- Provides community education and training related to intimate partner and sexual violence, stalking and human trafficking to children and/or adolescents, school faculty and parents within Eastern El Paso and Teller County school districts.
- Develops and executes awareness campaign for Teen Dating Violence Awareness month (February).
- Works with the Youth and Children's Program Manager, and Rural Advocacy Coordinator, regarding approaches to children and/or adolescent clients with special emphasis on working with Eastern El Paso and Teller County school district students.
- Develops knowledge and expertise regarding intimate partner and sexual violence, stalking and human trafficking.
- Develops multicultural services, programming, and outreach as appropriate in collaboration with the Youth and Children's Program Manager, and Rural Advocacy Coordinator, with special emphasis on working with Eastern El Paso and Teller County school district students.
- May work with children residing in Rural communities when a parent seeking services brings child(ren) to TESSA.
- Works with other Youth and Children's Program and Rural staff to plan, facilitate, and execute summer camp activities.
- Assists in the training and task supervision of volunteers volunteering in the Youth and Children's Department.
- Maintains confidentiality and follows all mandated reporting guidelines.
- Understands department objectives and how they relate to the goals of the agency.
- Prevents, identifies, and removes discriminatory barriers in services provided.



### Record Keeping:

- Tracks presentation metrics and survey results for program management and grant reporting.
- Complete any additional documentation associated with youth contacts per department protocol.
- Update and maintain Youth and Children's community resources with Youth and Children's Program Manager.
- Maintain records in a timely and accurate manner.
- Communicate and follow up with others in a timely and accurate manner.
- Assist in collecting statistics for program management and grant reporting.

### Cultural Inclusivity and Client Relations:

- Recognize we hold attitudes and beliefs which can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves.
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Apply the principles of multiculturalism and diversity in training and staff development.
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.

### Other:

- Treat clients with respect, dignity, and empathy.
- Keep all client information confidential as directed by the client.
- Attend staff meetings, other relevant meetings, trainings, and in-services as assigned.
- Other duties and projects as requested by Youth and Children's Program Manager, Rural Advocacy Coordinator, and/or Chief Executive Officer.

## **QUALIFICATIONS AND REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be able to work with children of all ages and with those who have experienced significant trauma.
- Bachelor's Degree in Social Work or a Bachelor's degree in relevant field.
- Two years relevant experience; equivalent combination of education and/or experience may be considered.
- Excellent organizational, communication (verbal and written), problem solving, listening and inter-personal skills.
- Attention to detail.
- Ability to work well under stressful circumstances.
- Ability to empathize, encourage and guide.
- Available to work weekends and/or evenings as required.
- Displays a positive attitude, works well with others, and accepts direction well.
- Able to work well in stressful and emotionally taxing circumstances and engage in effective self-care.



*Safe place. Safe families. Safe future.*

- Able to independently use a computer for Word documents, spreadsheets, presentations, email, internet research, data entry and data management.
- Possess vision and hearing sufficient to work on a computer, on the telephone and in person.
- Ability to lift 50lbs, intermittently.
- Valid driver's license and car insurance.
- Must be willing to complete background checks.
- Ability to read, write and speak English.
- Fluency in Spanish and/or ASL preferred.
- CPR Training preferred

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TESSA is an equal opportunity employer.**

To apply, visit [www.TESSAcs.org/employment](http://www.TESSAcs.org/employment)