

TESSA JOB DESCRIPTION

JOB TITLE:	Rural Youth and Children's Outreach and Education Advocate
REPORT TO:	Rural Advocacy Manager
TIME REQUIREMENT:	20 hrs/wk, Part Time, Non-Exempt
PAY RATE:	\$18.26/hr

SYNOPSIS: The person in this position assists the Rural Advocacy Manager, the Outreach and Education Advocate and the Development Director, 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 and community organizations that serve youth. 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 community education and training related to intimate partner and sexual violence, stalking and human trafficking to 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, parents, and community organizations that serve youth.
- Assists in developing an awareness campaign for Teen Dating Violence Awareness month (February). Will execute this campaign in Rural service areas.
- Works with the Rural Advocacy Manager and Outreach & Education Advocate, 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 Rural Advocacy Manager, the Outreach & Education Advocate and the Development Director, with special emphasis on working with Eastern El Paso and Teller County school district students and community organizations who serve youth.
- 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 rural community resources with Rural Advocacy 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 Rural Advocacy Manager, Outreach & Education Advocate, Development Director 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 preferred.
- 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.
- 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

TESSA is an equal opportunity employer.