

TESSA JOB DESCRIPTION

JOB TITLE:	Youth and Children's Outreach and Education Advocate
REPORT TO:	Youth and Children's Outreach and Education Coordinator
TIME REQUIREMENT:	40 Hours/Week, Full-time, Non-exempt
RATE OF PAY:	\$18.27 per hour

SYNOPSIS: The person in this position assists TESSA's Prevention Education and Outreach Department in providing prevention presentations for El Paso County School Districts and other community organizations aimed at promoting positive outcomes by addressing risk factors and enhancing protective factors related to healthy relationships, mental health, and peer-to-peer abusive behaviors including bullying, dating violence, sexual assault, and digital abuse. Programs focus on developing social and emotional skills, promoting positive relationships, and teaching how to set boundaries and make healthy choices. This role involves delivering engaging presentations, raising awareness about relevant issues, and advocating for youth within the community. The person in this position will also provide basic trauma-informed, confidential services and support to all child and youth victims of intimate partner and sexual violence, stalking and human trafficking through trauma-informed advocacy.

RESPONSIBILITIES:

- Able to represent the organization in a professional manner by clearly understanding TESSA's mission and vision to ensure actions and communication are consistent with guiding principles.
- Implements educational curricula related to intimate partner and sexual violence, stalking and human trafficking for K-12 students, faculty, parents, and other community members within El Paso County.
- Assists in building relationships with El Paso County school districts and other community organizations to promote TESSA's Prevention Education and Outreach as well as other TESSA confidential victim advocates services.
- Provides support to TESSA's Rural Advocates in providing outreach and education to students and educators within Eastern El Paso and Teller County school districts.
- Helps to execute yearly awareness campaigns for Teen Dating Violence Awareness and Anti- Bullying.
- Works cooperatively with other TESSA departments to assure youth who seek additional assistance from an outreach event are referred to the appropriate resources and services.
- Develops knowledge and expertise regarding adolescent risky behaviors including intimate partner and sexual violence, digital abuse, stalking and human trafficking.
- Attends various outreach events to provide education and information regarding TESSA's services to community members.
- Assists Youth and Children's Program staff in providing special events for TESSA's Clients.
- Maintains confidentiality and follows all TESSA client guidelines.
- Understands department objectives and how they relate to the goals of the agency.

Record Keeping:

- Track presentation metrics and survey results for program management and grant reporting.
- Update and maintain departments' community resources and contact lists.
- Communicate with school districts and community partners in a timely and accurate manner.
- Assist in collecting client statistics for program management and grant reporting.



Cultural Inclusivity and Client Relations:

- Recognize that we hold attitudes and beliefs that 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.
- Provides culturally appropriate programming designed for the diverse populations of El Paso County.
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.

Other:

- Treat all students, teachers, parents, community members with respect, dignity, and empathy.
- Attend staff meetings, other relevant meetings, training, and in-services as assigned.
- Other duties and projects as requested by management 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 have a strong desire to empower children and youth to navigate challenges and make healthy decisions.
- Bachelor's degree in education, early child development, social work, or a related field is preferred. Two years' relevant experience; equivalent combination of education and/or experience may be considered.
- Relevant experience in teaching, training, and/or public speaking is required.
- Experience facilitating group activities, discussions, and interactive learning experiences.
- Knowledge of early childhood behaviors and adolescent development especially understanding the unique challenges and needs of teenagers.
- Ability to work with diverse populations, demonstrating cultural competence and empathy.
- Knowledge of local school districts, community resources and youth serving organizations.
- Available to work early mornings, weekends and/or evenings as required.
- Strong verbal and written communication skills including working knowledge of Microsoft Word and Power Point, Google Drive, Excel Spread Sheets, Outlook Mail, and Canva.
- 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.
- 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 is a plus.
- CPR Training preferred

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

TESSA is an equal opportunity employer.