



TESSA of DOUGLAS COUNTY JOB DESCRIPTION

JOB TITLE:	Douglas County Prevention and Outreach Advocate
REPORT TO:	Prevention and Outreach Coordinator
TIME REQUIREMENT:	40 hrs/wk, Full Time, Non-Exempt
PAY RATE:	\$19.00/hr

SYNOPSIS: The person in this position assists TESSA’s Prevention and Outreach Department in growth and development by facilitating TESSA’s prevention presentations for Douglas County school districts and other community-based organizations and by creating opportunities to expand the program. Outreach is 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 empowering young people to develop their social and emotional skills and set boundaries for healthier relationships. This position also provides basic trauma-informed confidential services and support to children and youth. Duties are mostly remote with required travel to various schools and occasional main office visits for meetings and training.

RESPONSIBILITIES:

- 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.
- Implement TESSA’s educational curricula related to intimate partner and sexual violence, stalking and human trafficking for K-12 students, faculty, parents, and other community members within Douglas County.
- Assists in building relationships with Douglas County school districts and community organizations to promote TESSA’s Prevention Education and Outreach as well as other TESSA confidential victim advocates services.
- Helps to execute yearly awareness campaigns for Teen Dating Violence Awareness and Anti- Bullying in Douglas County.
- Works cooperatively with TESSA’s Youth and Children’s Department 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.
- Maintains confidentiality and follows all TESSA client guidelines.
- Understands department objectives and how they relate to the goals of the agency.



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- 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.
 - Update and maintain community resources with the Prevention and Outreach Coordinator.
- Cultural Inclusivity and Client Relations:
 - Recognize we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves.
 - Acknowledging the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
 - Provides culturally appropriate programming designed for the diverse populations.
 - 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.
- Assist the department in marketing the program to Douglas County school districts and organizations.
- Attend TESSA staff meetings, other relevant meetings, training, and in-services as assigned.
- Other duties and projects as requested by Prevention and Outreach 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.

- Able and willing to travel daily around Douglas for work.
- Must be confident in ability to work with youth of all ages but especially with adolescents.
- Bachelor's degree in education, child development, social work, or a related field is preferred. Minimum Two years' relevant experience; equivalent combination of education and/or experience may be considered.
- Relevant experience in teaching/training, and public speaking is required including experience facilitating group activities, discussions, and interactive learning experiences.
- Confident in public speaking skills and making personal connections with a variety of community organizations.
- Knowledge of both early childhood behaviors and adolescent development with an emphasis on understanding the unique challenges and needs of teenagers. Must have a strong passion for empowering youth to navigate life challenges and make healthy relationship decisions.
- Ability to work with diverse populations, demonstrating cultural competence and empathy.
- Knowledge of local school districts, community resources and youth serving organizations in Douglas County.
- 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.



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- Displays a positive attitude, works well with others, and accepts direction well.
- Able to work in stressful circumstances and engage in effective self-care.
- Possess vision and hearing sufficiently to work on a computer, on the telephone and in person.
- Ability to lift 50lbs, intermittently.
- Required: reliable transportation, valid Colorado 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.
- Residing within or close proximity to Douglas County is preferred.

TESSA is an equal opportunity employer.