

Job Description – Preventionist
Hired By: Executive Director
Reports To: Program Director
Full Time, Exempt, 40 Hour Week Minimum Expectation

General Role Description

The Preventionist is responsible for providing education to schools (pre-school, through college), civic organizations, religious groups, employees/employers, and others on the topics of violence prevention. Presentations will be based on Riverview Center's philosophy of service that is dedicated to changing attitudes in our society which foster violence against others, especially women and children.

Duties and Responsibilities

- ❖ Initiate contact with schools, community groups, businesses, others to acquaint them with Riverview Center and the prevention services we provide.
- ❖ Schedule presentations to address specific needs/concerns of a particular group on topics associated with sexual violence.
- ❖ Use approved curriculum designed for the prevention education programs.
- ❖ Complete evaluations for programs to ensure effectiveness.
- ❖ Assist Supervisor with development of curriculum when requested.
- ❖ Network with other community and state agencies providing services related to sexual violence and refer when necessary.
- ❖ Coordinate and participate in social justice/activism activities within the community.
- ❖ Assist in the planning and implementation of in-services, professional trainings and volunteer trainings.
- ❖ Attend educational seminars and trainings to increase professional development in the areas of sexual violence and community education.
- ❖ Develop and maintain a positive working relationship with school administration and other community organizations, specifically aimed at consulting with and facilitating student groups and expanding prevention education programs within the service area.
- ❖ Maintain required records and statistics and submit in an accurate and timely manner.
- ❖ Support center and agency fundraising activities and sexual assault awareness month events.
- ❖ Perform other duties as may be assigned by the Iowa Program Director, Associate Program Director or Executive Director in keeping with the purpose of Riverview Center.
- ❖ Participate in on-call and hotline dispatch on a rotating basis. Availability to respond in-person to hospitals, police stations, and other 24-hour facilities to provide support, advocacy, and crisis counseling/intervention.
- ❖ Answer crisis and business line, and provide crisis counseling/intervention, make necessary referrals, and/or connect the caller to the appropriate staff member or other professional. Provide telephone support to all Riverview Center offices to ensure the best customer service to all callers.

Knowledge Required

- ❖ Bachelors Degree in related field, experience in public speaking/training.
- ❖ Understanding of issues surrounding violence and how it impacts the lives of the victims and affects other social problems.
- ❖ Commitment to understanding primary prevention and the benefits of implementation throughout the community.
- ❖ Must complete 60-hour sexual assault and domestic violence training to meet legal requirements for confidentiality of survivors.
- ❖ Excellent interpersonal, written, and communication skills.
- ❖ Ability to work flexible hours and to travel locally and in-state.
- ❖ Must have valid driver's license and insured transportation.
- ❖ Ability to work both independently and as part of a team.
- ❖ Commitment to the philosophy and program of Riverview Center, which includes helping to create a society free from violence.

I _____ have read the Job Description of **Preventionist** and understand the responsibilities of this position.

Signature of Employee

Signature of Executive Director

Date

Date

Approved 9/96
Revised 2/98, 6/00, 1/02, 8/03, 1/05, 8/13, 11/13, 12/15