



CHILD ABUSE INTERVENTION CENTER

## JOB DESCRIPTION

(Revised 08/25/20)

Position: Hispanic Outreach Coordinator, Full time, \$19 an hour, with benefits

Qualifications: Bilingual/bicultural understanding of English and Spanish. BA or BS in sociology, psychology, education, international studies, public health, or background in child abuse prevention and/or work related experience. Minimum of a high school diploma or GED equivalent: ability to maintain confidentiality and emotional balance.

- Demonstrate a desire and willingness to learn child abuse prevention/intervention techniques
- Ability to work independently and develop relationships within the Hispanic community
- Capable of conducting group discussions and presenting material in a professional manner
- Work under conditions that at times may be stressful and fast paced

Job Summary: The Hispanic Outreach Coordinator (HOC) is responsible for conducting community education workshops to community members including service organizations, parents, and students, with a specific focus on the Hispanic community. Supports team members, participates in training, in-services, and peer evaluations, and performs other duties as requested by the Prevention Programs Director or President/CEO.

Responsibilities: The following tasks must be performed in a professional manner meeting strict confidentiality requirements. Additional tasks may be assigned as needed.

- Assess community needs as related to child abuse prevention education within the Hispanic community.
- Establish outreach methodology which is trauma-informed and culturally sensitive.
- Create, adapt, adopt, or continue prevention programs to nurture specific needs of the Hispanic population.
- Collaborate and maintain relationships with fellow prevention team members, Juliette's House staff, community organizations, schools, and community members.
- Assess program efficacy and efficiency on an ongoing basis.
- Facilitate, schedule and promote Stewards of Children (D2L) program in Spanish and English.
- Abide by the policies and procedures of Juliette's House and attend all team and staff meetings.
- Participate in peer review and quality assurance review, as requested.
- Ability to facilitate multiple youth education programs.

Supervision: This position works under the direction of the Prevention Programs Director with limited supervision; and in compliance with HIPAA, state and federal regulations, and Juliette's House Policies and Procedures. Juliette's House is an Equal Opportunity Employer.

Contact Eli Cox [eli@julietteshouse.org](mailto:eli@julietteshouse.org) for more information or questions. Please send a resume and cover letter if interested in applying. (Cover letter can be written or submitted in the form of a short video, song, artwork, or other medium) Position will remain open until filled. A criminal background check will be required for finalists.