



**Children's Advocacy Center
of Southwest Michigan**

Prevention and Outreach Specialist

(Part-Time)

Organization Summary:

Since 2002, the Children's Advocacy Center of Southwest Michigan (CAC) has served our community to assist with the investigations and treatment of child victims of suspected abuse. In 2018 we expanded our efforts to educate the community to prevent child abuse and maltreatment. Through a multidisciplinary-team approach, our core staff works with on- and offsite partners in mental health, children's protective services, law enforcement, and medical examiners. Our core staff is committed to ensuring the CAC is a place of hope, support, and collaboration. We seek candidates who reflect the rich diversity of Southwest Michigan and join us in our commitment to our clients, team, and community.

Position Summary:

This position provides personal and cyber safety education for PK-12th grade students utilizing the Play it Safe! and Monique Burr Foundation Child/Teen Safety Matters curricula. This position will also assist with the education and professional development of adults in youth serving organizations to better recognize and report suspected abuse and become a more trauma-informed community (Mandated Reporter). Finally, this position will also be involved in seeking out and attending public outreach opportunities.

Experience working in a school setting, with children, or human service agency with public speaking skills required. Bachelor's Degree preferred (Child Development, Social Work or related field preferred). The individual must be able to work independently, and as a team, with flexibility in scheduled work hours. An ability to discuss sensitive topics with various age groups, cultural backgrounds, and diverse individuals required.

This non-exempt position is part-time, with the possibility for full-time employment in the future as the program grows. Hours are generally worked between 8:00 a.m. and 4:00p.m., however this position requires flexibility work within a school day. Primary responsibilities are between late August and early May, with breaks following the school schedule. Work is mainly completed in area schools around Berrien County or virtually, from the CAC office in St. Joseph. Rare occurrences for evening and weekend hours for events/outreach as necessary. During the school year average 24-30 hours per week, during summer weeks hours are as needed for events/outreach.

Job Requirements:

- Delivers curriculum in a professional, energetic, and positive manner to students in PK-12th grade classrooms, effectively interacting with students, staff, and caregivers, addressing concerns as needed

- A sound ability to listen to children
- Ability to speak publicly to large and small groups of adults to deliver Mandated Reporter trainings
- Supports students making disclosures and complies with all State of Michigan mandated reporter laws
- Collects and submits timely, accurate, and complete records of training/lesson participant demographics
- Ability to stand for long periods of time, ability to speak in a clear and understandable manner, light lifting of up to 35 pounds
- Valid driver's license and reliable automobile required. Regular driving around Southwest Michigan; mileage reimbursement
- Potential for a trauma-rich environment where children may be in crisis situations
- Ability to adhere to CAC confidentiality policies
- Attend CAC staff meetings, Monthly Case Review, Prevention Supervision Meetings as schedule allows
- Demonstrate proficiency/ability to learn in working with Microsoft Office suite applications (Word, Excel, PowerPoint, Outlook), Google (Calendars, Sheets, Forms, Slides), Virtual Meeting Platforms, and internet databases (NCATrak).
- Pay range \$18-21 per hour; paid training, paid time off (based on school schedule), and retirement (403b)
- Perform other job duties as assigned

Required Skills

- Two or more years' college experience in education, psychology, social work, or related fields
- Minimum 1-year relevant experience working with children (as gained through direct work in schools, volunteer work, church, daycare, or summer camp setting) and an ability to build rapport with people of all ages, races, ethnicities, and socio-economic backgrounds
- Ability to provide support for schools and children making a disclosure and file required reporting paperwork
- Strong initiative, attention to detail, problem-solving capabilities, ethics, approachability, organizational skills, time management, communication skills and record keeping
- Satisfactory completion of all required background screenings and clearances

Preferred Skills

- Bachelor's Degree preferred in experience in education, psychology, social work, or related fields
- Experience working with children who have experienced trauma, abuse, and/or neglect
- Candidates reflecting the rich diversity of our clients are encouraged to apply
- Child development and child abuse and neglect knowledge desirable
- Bilingual, English and Spanish fluency

Application Process

- Send cover letter and resume with relevant work experience Allie Kibler-Campbell: akiblercampbell@swmichigancac.org
- Interview process will begin end of May, 2022

- Start date and training begins the week of August 15, 2022