



## **YWCA Hanover Job Description**

**Job Title:** Prevention Advocate

**Department:** Safe Home

**Reports To:** Supervising Client Advocates

**FLSA:** Non-Exempt

**Date:** 12/21/2020

**Summary:** YWCA Hanover Safe Home is a 501(c)(3) non-profit dedicated to providing direct services to victims of domestic violence and human trafficking in Adams and York Counties. Safe Home strives to empower clients to achieve their self-defined goals and to support their ability to obtain and maintain their personal safety. The Prevention Advocate will be a public representative of YWCA Hanover Safe Home providing community education and prevention programming designed to address systemic oppressions, close gaps and improve overall policy and system response to those who have been victims of domestic violence. Public speaking, community partner engagement and collaboration, with a specific focus on connections with diverse and marginalized populations, are key aspects of this position.

### **Essential Duties and Responsibilities:**

1. Collaborate with Safe Home management and staff to create and implement a five-year overarching logic model for the prevention of domestic violence in compliance with PCADV recommended program standards.
2. Provide community education and outreach to diverse and marginalized populations through age appropriate, interactive presentations, trainings, workshops, community and school presentations, speaking engagements, discussion groups, and awareness activities on domestic violence, domestic violence prevention, bystander intervention, and healthy relationships.
3. Develop and maintain cooperative working relationships with agencies, organizations, educators and administrators in York and Adams Counties to ensure the availability of needed services for survivors of domestic abuse and violence.
4. Respond to community educational requests and participate in community education through public speaking as a Safe Home Representative and advocate.
5. Develop and design visual presentations, brochures, social media content, and other outreach materials in support of prevention/education efforts.
6. Participate in development, refinement, and subsequent updating of relevant curriculum programs for violence prevention presentations.

7. Facilitate training for Safe Home staff and volunteers regarding messaging, public speaking, and other necessary information as it relates to prevention/education programming.
8. Plan and keep track of all Safe Home programs and activities that are related to prevention/education programming.
9. Compile accurate data and report program activities, goals, and needs to management and funders on a routine basis.
10. Conduct evaluations of trainings in the form of pre/post-tests, participant satisfaction surveys, periodic evaluations, etc., and further contribute to the analysis and interpretation of evaluation results.
11. Prepare reports on the effectiveness of the violence prevention curriculum, delivery/educational methods, and overall logic model goals.
12. Responsible for co-planning, facilitating, and monitoring domestic violence events to include, but not limited to, Walk a Mile and Domestic Violence Awareness month.
13. Ensure availability of brochures and other relevant materials in key locations.
14. Attend all events, meetings, and community events as deemed appropriate by Assistant Director/Program Director/Executive Director.
15. Other assigned duties related to VOCA funding, PCADV funding, or YWCA Hanover Management.

**Education and Experience:** Bachelor's Degree in one of the following areas: human services, social work, education, communication, public relations, and/or 3-5 years' experience designing and implementing outreach programs in the social services sector. Completion of the Pennsylvania Coalition Against Domestic Violence (PCADV) training. Completion of ongoing training and continuing education as needed.

**Job Knowledge, Skills, Abilities, and Competencies:**

1. Prior experience in public speaking and engaging with diverse and marginalized populations in informal/formal and large/small group settings, both virtually and face-to-face.
2. Experience in developing multi-year logic models to achieve long term organizational goals.
3. Research, analyze and create engaging presentations with compelling content and visuals using a variety of communication techniques and mediums.
4. Outstanding verbal, written, and visual communication skills, with the demonstrated ability to flex communication style based on audience and situation.
5. Ability to lead a staff/volunteer team utilizing strong interpersonal skills, mentoring/coaching techniques, and awareness of differing learning and communication styles.
6. Demonstrated ability to apply appropriate conflict resolution methods which lead to positive solutions.
7. Must be well organized and adept at staff management, record keeping, and time management.
8. Complete and maintain required documentation in Efforts to Outcome (ETO) software, paper files, and internal databases.

9. Proficient in the use of Microsoft Office products, including Excel, Word, and PowerPoint, and other relevant software programs.
10. Proficient in the use of various design software and virtual presentation programs, such as WebEx, MS Teams, and Zoom.
11. Must be familiar with community resources and knowledgeable about options available to victims and survivors of domestic violence, human trafficking, and sexual assault.
12. Must possess basic knowledge of domestic violence, sexual assault, human trafficking, and other serious crimes and their impact on victims.
13. Requires ability to maintain confidentiality, and to make appropriate decisions in crisis situations.
14. Upon hire, must pass criminal background check.
15. Must possess valid driver's license and have access to reliable transportation.

**Physical Requirements:**

1. Ability to sit for extended periods of time.
2. May require driving in inclement weather.
3. May require travel and availability on evenings and weekends for meetings/presentations.
4. Ability to lift, push or pull up to 40 pounds.
5. Frequent standing, sitting, and walking.
6. Ability to use office equipment and tools.

The duties, responsibilities, skills, abilities, competencies, and job knowledge listed within are not intended to be an exhaustive list for this position. They are intended to be exemplary of the level and complexity of work generally performed by a person in this job. They may be changed due to the evolution of the position or to reflect the special abilities or disabilities of the person in the position.