



## Job Description

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<b>Position Title:</b>	Community Outreach Coordinator
<b>Reports to:</b>	Executive Director
<b>Primary Location:</b>	Kids' Harbor, Inc.-Osage Beach, MO
<b>Designation:</b>	Non-Exempt

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### **General Summary:**

The Community Outreach Coordinator will promote education and outreach throughout the community regarding child abuse issues. This position will work collaboratively with Kids' Harbor's partnering agencies to bring awareness to the community in relation to child abuse identification, prevention, and intervention. The Community Outreach Coordinator will gather and prepare developmentally appropriate information for presentations within schools, community organizations, and individuals. This position will coordinate and schedule community based presentations throughout a ten county area.

### **Specific Responsibilities:**

- Knowledge of evidence based child abuse prevention strategies to increase knowledge and awareness of training participants
- Ability to network and develop relationships with school officials in all counties served by Kids' Harbor, Inc.
- Develop, maintain, and track records and logs of those who attend trainings
- Provide age appropriate prevention education to students and parents
- Coordinate and schedule prevention trainings in school and community based settings to both children and adults
- Excellent written and verbal communication skills with the ability to communicate with a wide range of age differences, professionals, socioeconomic backgrounds, individuals, and groups
- Knowledge of child abuse dynamics and its impact on children
- Knowledge of Kids' Harbor's mission, goals, and programs
- Ability to be flexible in your work schedule
- Knowledge of community agencies and resources throughout the agency's service area
- Ability to consistently demonstrate professional behaviors and leadership skills that are in support of the vision, mission, and philosophy of Kids' Harbor, Inc.
- Ability to develop, implement, and maintain a sustainable child abuse and prevention program

- Work with community partners to determine the needs of the area in order to address child abuse issues
- Strong knowledge of design, computers, and Microsoft office products
- Conducts training sessions with community professionals who require education about child abuse, Kids' Harbor, Inc. services, the benefits of multidisciplinary case collaboration and the dynamics of child abuse
- Attends skills-based training to remain abreast of the latest research, trends and best practice standards in child abuse prevention and cultural sensitivity
- Provides regular updates to the Executive Director for modification to service delivery, program content, evaluation, etc.
- Attends relevant continuing education opportunities, networking meetings, committee meetings, conferences, etc. approved by the Executive Director
- Assists in the recruitment, training and use of volunteers in the Kids' Harbor, Inc. program whenever possible
- Attend annual agency functions, special events and meetings as necessary and appropriate
- Remain abreast of issues related to child abuse, child sexual abuse and neglect
- Other duties as assigned

### **Basic Requirements**

A bachelor's degree in Social Work, psychology, criminal justice, education, or related field. Preference will be given to applicants with the above qualifications who have also had direct work experience intervening with abused children and their families. Knowledge of dynamics of child abuse; knowledge of law enforcement, criminal and civil court systems and how to communicate with and function within these systems; strong skills in public relations and negotiation; strong organizational skills; ability to engage children and adults of all ages; and empower and mediate with parents in crisis; comprehensive understanding of community resources. Must work effectively with individuals from various economic, social, and cultural backgrounds. Successful candidates will demonstrate an ability to accomplish and advance program goals, a willingness to remain abreast of current research related to child abuse/neglect, child abuse prevention, victim advocacy, and an ability to remain sensitive and demonstrate appropriate boundaries with program clients, agency staff, volunteers and team members.

Able to work a flexible schedule to accommodate some after hours and on weekends for community presentations and education. Provide own transportation (mileage reimbursed) with valid driver's license and insurance coverage on vehicle.

**Physical/Mental Requirements:** Visual acuity necessary to read and develop center materials along with verbal skills to communicate with the public. Must be able to lift up to 25 pounds; standing or walking more than 50% of the day; working under pressure to meet deadlines. Must be willing to accommodate limited travel and work nights, evenings and holidays if necessary.

**Work Setting:** Must be able to function amicably in a small but busy workplace. Must acknowledge and adhere to the agency's confidentiality policy and procedures and must adhere strictly to the highest professional ethics, confidentiality, discretion and judgment.

### **Principles and Values**

**Team Work:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of the Kids' Harbor, Inc. team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

**Strategic Thinking:** Develops strategies to achieve organizational goals; understands organizations' strengths and weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.

**Willing to Grow:** Accepts accountability for mistakes and uses the mistakes as an opportunity to learn about self and to change future behaviors.

**Safety and Security:** Observes safety and security procedures; determines appropriate action beyond guidelines; remedies potentially unsafe conditions.

**Attendance:** Regular attendance is a requirement of this position

**Other:** All new employees must agree to and pass a Children's Division and law enforcement background check due to the sensitive nature of work.

#### **HOW TO APPLY**

Send your resume with cover letter to [janalee@kharbor.org](mailto:janalee@kharbor.org) by close of business April 20<sup>th</sup> for immediate consideration. Include "Community Outreach Coordinator" in the subject line of your email.