



Wally's House Prevention Specialist Job Description

The Organization:

Wally's House is a Child Advocacy Center serving all of Curry County. We are a non-profit organization dedicated to the prevention, evaluation, and treatment of child abuse. The Center provides forensic interviews, specialized medical evaluations, family support and advocacy, and counseling services to those children referred to the center by our community partners. The Center works in collaboration with child welfare officials, law enforcement, and other multidisciplinary team members, to ensure the most effective and coordinated response to prevent abuse and reduce the effects of trauma for children who have been sexually or physically abused, neglected, or who have witnessed violence and/or drug endangerment. Our child-friendly environment seeks to find out what has happened and to provide a path to healing through family support and therapeutic services. Wally's House is a member of the Oregon Child Abuse Solutions (<http://www.oregoncas.org>) and is working toward being an accredited member of the National Children's Alliance (<http://www.nationalchildrensalliance.org/>).

Position Summary:

We have a part-time Prevention Specialist position available serving Curry County (0.5 FTE) with the potential of moving to full-time in the future, dependent upon funding.

Wally's House Prevention Specialist 0.5 FTE:

This position will be working at the community level to support the coordination, implementation, and facilitation of child abuse prevention programs in Curry County. This position will promote and collaborate with Protect Our Children's educational materials regarding child sexual abuse prevention training and in-house educational materials to the Curry County Community. The goal is to educate 10% of the county's population within the first two years about child abuse prevention with a combination of approved in-house trainings developed by other centers, as well as utilizing Stewards of Children's Darkness to Light 3.0 materials. This will be done by recruiting and coordinating volunteer prevention facilitators to help conduct the training. This position is also responsible for collecting and reporting training data for our grant evaluation team.

Specific Responsibilities for Wally's House Prevention Specialist

Responsibilities include but are not limited to:

- Community relations, outreach, coordination, and facilitation related to Wally's House prevention programs, the Pinwheel Trail to Prevent Child Abuse during National Child Abuse Prevention Month (April), and supporting the Center's general prevention efforts as needed.
- Community relations and outreach for event coordination and execution.
- Recruit, coordinate, and support local volunteers to serve as trainers for *Darkness to Light's Stewards of Children* training.
- Increase the capacity of local communities to educate parents and other adults on ways to recognize and prevent child abuse by building community education and local trainer

assets.

- Facilitation/instruction of Wally's House prevention trainings.
- Regular communication and active support with prevention training facilitators and volunteers, when necessary.
- Support planning and implementation of annual Pinwheel Campaign and/or another Child Abuse Prevention and Awareness Campaign.
- Responsible for data entry for Prevention and Education training.
- Represent Wally's House at community outreach events.
- Other Prevention and Education Program project coordination and support as needed.

Knowledge/Skills

Excellent communication skills, including written and verbal - required.

- Experience in community outreach or public speaking.
- Experience in group facilitation.
- Proficient computer skills - required.
- Bi-lingual preferred (Spanish).
- Excellent organizational and project management skills.
- Ability to use a collaborative approach to problem-solving.
- Ability to comfortably speak and facilitate training in front of an audience.
- Ability to recruit, coordinate, and support volunteers.
- Willingness to adapt to change.
- Ability to work independently and also cooperatively as a team.
- Ability to work with a diverse group of staff and volunteers.
- Ability to be flexible with work schedule (including weekend and evening training, outreach. events, and occasional travel to training/meetings outside of Curry County, etc.)
- Ability to be professional at all times.
- Strong commitment to prevent and raise awareness of child abuse in Curry County.

Duties and Responsibilities as a Wally's House Team Member:

- Quality improvement processes: participates in evaluation of individual and team functioning, actively works towards team goals and Wally's House objectives.
- Conforms to Wally's House policies, procedures, and protocols.
- Upholds Wally's House mission, vision and values.
- Interacts with all clients, staff, and board with high ethics and accountability.
- Accountable to HIPAA standards (or more stringent standards set forth by state law or as developed by Wally's House) for client privacy and confidentiality.

Education and Experience:

Bachelor's degree and a background in education and/or social services preferred.

Physical Requirements:

Light work: exerting 1-20 lbs. of force frequently and up to 25 lbs. of force occasionally. Repetitive motions-frequent use of upper and/or lower extremities in a repetitive motion to use computer and telephone. Ability to communicate in person and via technology, one-to-one, and groups of all sizes.

Hours, Compensation and Benefits:

- Part-time (20 hours), with the potential to move into full-time (40 hours).
- Compensation: dependent upon experience.
- Benefit package: Paid Holidays, mileage reimbursement.
- Reports to Wally's House Executive Director.

Other Requirements: Must have reliable transportation, job requires travel throughout Curry County and occasional training/meetings outside of the Southern Oregon Coast. **Flexibility of schedule within normal business hours - required.**

- If a private vehicle is utilized for company purposes, validation of an Oregon Class C Driver's License, validation of driving record, and approval for commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage.

To Apply:

This position will remain open until it is filled. The successful applicant will be paired with a mentor, will engage in ongoing peer review and should expect a three-month probationary period and a six-month performance appraisal.

Interested applicants should send a resume and cover letter to:

Jackalene Antunes

Executive Director

Wally's House

Phone: 541 425-5502

Email: director@wallyshouse.org

The cover letter should explain why the applicant is interested in the job. It should also include a description of all experience relevant to each requirement of the position and an explanation of why the experience makes the applicant qualified for the requirements of the job. The resume should include all relevant education and experience (both professional and volunteer) and at least three professional references relating to professional activity within the last five years. Letters of recommendation are not required but if submitted, should not exceed three. If the applicant does not wish a current employer to be contacted as a reference, the cover letter should explain why. A state of Oregon criminal background check and a Department of Human Services Child Welfare background check is required for employment at the Wally's House and will be completed for finalists.

In accordance with Federal law and U.S. Department of Justice policy, this organization is prohibited from discriminating on the basis of race, color, national origin, disability, religion, sex, or age.