

Position Title: **Community Outreach Specialist - Specific Populations**
Direct Supervisor: Community Engagement Coordinator Full-time Position

I. GENERAL DESCRIPTION

- A. Under the direction of the Community Engagement Coordinator, the Community Outreach Specialist will be responsible for the implementation and ongoing evaluation of organizational outreach to traditionally underserved populations with the goal of increasing awareness of and access to sexual and domestic violence services.
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II. MUTUAL RESPONSIBILITIES

- A. Complete Crisis Intervention, Emergency Advocacy, and Mandated Reporters training.
 - B. Ensure continuity of services by sharing On-Call, Hotline, and Administrative Front Desk responsibilities as the need arises or as assigned.
 - C. Attend all required WRC meetings.
 - D. Enter service data information in VAdat as program requires.
 - E. Receive and log donations on appropriate form and submit weekly to Office Manager.
 - F. Teach topical units during Crisis Intervention and/or Emergency Advocacy trainings and provide volunteer supervision as program requires.
 - G. Speak to community groups about sexual and domestic violence and/or WRC services as assigned.
 - H. Represent the WRC at meetings or public events as assigned.
 - I. Maintain a clean and orderly private office space and common area.
 - J. Meet weekly with supervisor, participating in the WRC's on-going Communications & Performance Evaluation Plan (The Plan). Communicate clearly and timely issues of performance with supervisor.
 - K. Obtain approval from direct supervisor for all assistance requested by other Program Coordinators.
 - L. Carry out other duties as assigned by direct supervisor or the Executive Director.
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III. JOB RESPONSIBILITIES

A. Community Engagement – Universities and Underserved Populations

- 1. Create and maintain a positive collaborative relationship with allied professionals including those on college/university campuses and those representing historically underserved populations.
 - 2. Coordinate trainings, awareness presentations, and education to these populations on a regular basis.
 - 3. Distribute information on how to access services at each presentation and ensure that groups have brochures and contact information to encourage help-seeking behaviors.
 - 4. Serve as a liaison between the WRCNRV and these groups.
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B. Community Engagement – General

- 1. Respond to requests for presentations within the community.
- 2. Assist other CE staff by providing violence prevention presentations as assigned.

C. Direct Services

- 1. Provide crisis intervention, including information and referral, to any victim disclosing violence as a result of public presentations.
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2. Refer victims disclosing violence to WRC staff or community services as appropriate.
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D. Grants Management

1. Review relevant workplan(s) with Program Coordinator annually.
 2. Ensure ongoing implementation and evaluation of workplan(s).
 3. Complete and submit regular grant reports as directed.
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E. Program Reporting System

1. Maintain appropriate records and statistical information.
 2. Document community education on Public Education Reports and submit monthly to Community Engagement Coordinator.
 3. Collect ongoing program statistics and report to Program Coordinator monthly.
 4. Enter services data into VAdata for the Sexual Assault Program as requested.
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IV. QUALIFICATIONS

- A. College degree (Bachelor's degree preferred) in human services related field and/or five years of related experience.
 - B. Must have an understanding of the issues of sexual and domestic violence.
 - C. Experience in public speaking.
 - D. Ability to provide crisis intervention.
 - E. Ability to utilize computer programs including word-processing and spreadsheets.
 - F. Ability to deliver WRC services in a culturally sensitive manner.
 - G. Ability to remain patient, calm, and professional when working in crisis situations.
 - H. Ability to work some evening, weekend, and holiday hours.
 - I. Must have reliable transportation and valid driver's license.
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