# Job Posting: Prevention Specialist

**Basic Function:** *CAC Prevention Specialists provide group training and individual consultation to adult audiences toward prevention of child sexual abuse and appropriate reporting. Prevention Specialists will engage in activities toward general community awareness about the CAC and the issue of child sexual abuse.*

# Responsibilities:

* Training
* Provide training to adults on sexual abuse prevention using the Darkness to Light Stewards of Children model
* Ensure completion of necessary follow-up after trainings, including but not limited to invoicing, thank you letters, and additional training requests
* Enter training information into appropriate data tracking systems
* Coordinate with other CAC Team Members, volunteers, and others as assigned to ensure training data is provided in a timely manner
* Develop and provide customized trainings tailored to the needs of various target audiences
* Prepare training materials as needed
* Policy Work
* Provide workshops to youth-serving organizations regarding child safety policy and procedures
* Promote and provide expert consultation to child-serving professionals and other community members on case-specific scenarios and on best practice policy, toward prevention, appropriate reporting and intervention
* Awareness
* Implement a specific strategy to reach target audiences with Stewards of Children training
* Reach out to new and necessary partners to create a network to provide training to adults, including training proposals/agreements for partnering organizations
* Initiate proactive relationship building to leverage CAC contacts to meet Prevention Team goals
* Work with other CAC Team Members on campaigns and events including Child Abuse Prevention Month and Children’s Memorial Flag Raisings; serve as lead staff on some activities
* Evaluate and expand partnerships with healthcare, faith-based organizations, schools, youth-serving organizations, and others toward reaching parents and adults with child sexual abuse and physical abuse prevention information
* Administration
* Participate in proposal development and meetings with potential prevention program funders
* Provide public awareness presentations and agency tours for community groups
* Be a positive participant in Prevention Team and CAC agency-wide activities
* Performs other duties as assigned

**Supervision received from**: Prevention Director

**Classification**: Exempt (Full-time)

# Position Qualifications:

Bachelor’s degree preferably in Social Work, Sociology, Psychology, Communications or Public Relations. Experience in child abuse prevention preferred. Must be highly organized, have excellent written and verbal communication skills and public speaking experience. Willingness to perform a variety of tasks ranging from administrative to leadership roles.

Proficiency in MS Word, Excel, Access, PowerPoint and Outlook. Must be available for evening and weekend presentations as requested. Must have a car and valid driver’s license. Must be able to lift 40 lbs. Bilingual Spanish-speaking candidates encouraged to apply. Candidates must submit to a criminal background check.

**Training requirements:**

* A minimum of 12-hours in-service annually
* Attendance at conferences and workshops may be included as part of the 12-hour minimum
* Six hours of annual training must be provided by sources outside of the agency
* Three hours of cultural competency training is required annually

**Compensation Range: $38,000 – $40,000 annually, based on experience.**

# Applications will be accepted until November 17, 2019. Send cover letter, resume and 3 professional references to Kris Crim, Prevention Director at apply@MemphisCAC.org with the subject line: Prevention Specialist.

*The Memphis Child Advocacy Center serves children who are victims*

*of sexual and physical abuse through prevention, intervention, and education.*

*Our vision is a community where children are safe, families are strong, and victims become children again.*

# The Memphis Child Advocacy Center is an equal opportunity/equal access employer.