



The Center for the  
Prevention of Child Abuse

35 Van Wagner Road  
Poughkeepsie, NY 12603  
Tel (845) 454-0595  
Fax (845) 454-0129

[thecpca.org](http://thecpca.org)

**Position Title: Personal Safety Program Educator**

**Reports to: Program Coordinator**

**FLSA: Non-Exempt/ Part- time / School Hours**

### **NATURE OF WORK**

Under supervision of the Program Coordinator facilitates the implementation of the Personal Safety Program. Provide small group instruction to students on sexual abuse and bullying prevention by teaching skills and strategies to keep their bodies safe with use of multi-faceted trainings.

### **ESSENTIAL FUNCTIONS**

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Facilitate Personal Safety classes with the school districts throughout Dutchess County maintaining the integrity of training implemented.
- Maintain ethical and professional boundaries with students as a program facilitator
- Maintain program evaluations and program supplies.
- Maintain up-to-date knowledge of community resources to appropriately refer with appropriate documentation as needed should students disclose issues requiring professional attention
- Bring all concerns and issues to the immediate attention of Program Coordinator
- Participate in all required staff/agency meetings
- Attend conferences and/or training sessions as requested or required
- Keep current with new theories, issues and evidence based practices in personal safety
- Monitor and obtain written approval from Program Coordinator for all accrued work hours over the required 35 work hours per work week
- Flexibility with work schedule, ability to work evenings
- Communicate the Child Abuse Prevention Center, Inc., mission to the community at outside events

Our mission is to prevent child abuse in the Mid-Hudson Valley.



**Office of Children  
and Family Services**





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### **EMPLOYMENT STANDARDS**

Associates Degree in Human Services or related field with 2 years of experience working with children with and/or group facilitation. Valid Driver's License and proof of current valid insurance. Additional technical certifications may be required.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work is performed in an office environment and at various locations throughout Dutchess County; light physical demands; frequent use of a personal computer; driving to locations to facilitate classes throughout Dutchess County.

### **KNOWLEDGE AND SKILLS REQUIRED**

#### **Knowledge of:**

- Second Step Curriculum
- Safe Touches Curriculum
- Child Development
- Child Abuse, Neglect, Maltreatment
- Record Keeping, Data Entry
- Confidentiality Laws and Regulations

#### **Skills in:**

- Excellent communication skills oral and written
- Ability to work with diverse populations in non-judgmental manner
- Proficient with Microsoft Office suite and database management
- Effective time management and exceptional organizational skills
- Ability to work with a team and independently
- Ability to multi-task

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