



35 Van Wagner Road  
Poughkeepsie, NY 12603  
Tel (845) 249-4869

**Position Title: Personal Safety Program Facilitator**

**Reports to: Program Coordinator**

**FLSA: Non-Exempt/Full Time/School Hours/Summers Off**

**Nature of Work**

Under supervision of the Program Coordinator, the Facilitator will implement the Personal Safety Program into schools. Provide group instruction to students on sexual abuse and bullying prevention by teaching skills and strategies to keep their bodies safe with use of multifaceted 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. Facilitators 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 the training implemented
- Maintain ethical and professional boundaries with students as a program facilitator
- Maintain program evaluations and supplies
- Maintain up to date knowledge of mandated reporter requirements should students disclose abuse
- Bring all concerns and issues to the immediate attention of program coordinator
- Field and schedule client call regarding implementation of the Personal Safety Program
- Return all phone calls, emails, and fax requests in a prompt manner
- Participate in all required staff/agency meetings
- Attend conferences and/or training sessions as requested or required
- Stay current with new theories, issues, and evidence-based practices in personal safety
- Obtain written approval from the Program Coordinator for all accrued work hours over the required hours per work week.
- Assist with preparing of monthly and quarterly reports as required by the Program Coordinator
- Communicate the Child Abuse Prevention Center mission to the community at outside events

**Employment Standards**



The Center for the Prevention of Child Abuse

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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.

### **Working Environment/Physical Demands**

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

### **Knowledge and Skills Required**

Knowledge of:

- Child Development
- Child abuse, Neglect, Maltreatment
- Record Keeping, Data Entry
- Appropriate language to use with children

Skills In:

- Communication, oral and written
- Ability to work with diverse population in non-judgmental manner
- Proficiency with Microsoft Office and database management
- Effective time management and organizational skills
- Ability to work with a team and independently
- Ability to multitask
- Presentations, performing and creating