

First Step, Inc.
Domestic Violence and Sexual Assault Professional Trainer
Position Description

Title: Professional Trainer

Position: Fulltime, 40 hours per week.

Reports to: Program Director

Purpose: The Professional Trainer is responsible for providing awareness education and prevention programming to the criminal justice and legal systems, other community professionals, and those impacted by domestic violence and sexual assault.

BRIEF OVERVIEW OF POSITION:

The Professional Trainer will provide domestic violence and sexual assault awareness education and prevention programs for social service organizations, professionals such as members of the law enforcement and criminal justice systems, social workers, healthcare professionals, human resource professionals, members of the business community, faith based organizations, educational personnel, civic groups and those impacted by domestic violence and sexual assault.

To Apply: Candidates must submit all of the following:

1. A cover letter. Cover letter must explain specifically, how your experience and education meet the requirements of this position.
2. Resume
3. Completed and signed First Step, Inc. "Job Application" that can be found at: <http://firststep.org/>.

A complete job description for this position can be found at the website listed above. All three items above must be emailed, "**Domestic Violence and Sexual Assault Professional Trainer Position**", to: firststephr@yahoo.com. *No phone calls please.*

ACCOUNTABILITY:

Program Director/Executive Director

SUPERVISORY RESPONSIBILITIES:

None

ESSENTIAL RESPONSIBILITIES:

- Develops and continually research and update local, state and national statistical data on domestic violence and sexual assault
- Develop educational curricula, trainings and prevention programming on domestic violence and sexual assault.
- Develops and continually updates curricula on awareness applicable to criminal justice, legal, and social service agencies.
- Provide training to first responder dispatch operators, on-site advocates, court personnel, service providers and other services professionals on the dynamics of domestic violence, stalking and acquaintance/dating violence in assigned service area.
- Develop training programs and materials for courts, prosecutors, law enforcement, and victim service providers in the assigned service area.
- Conducts Staircase Project class for domestic violence non-resident clients referred from the District Attorney's offices, Child Protective Services, Justices of the Peace and other magistrates.
- Develops working agreements with social service organizations, criminal justice and legal agencies within communities we serve.
- Networks with area agency professionals and the staff members to collaborate on training efforts.
- Develop and conduct training seminars and conferences within the service area for community professionals.
- Recruit, train, and direct the Abuse Crisis Emergency and the Sexual Assault Volunteer Emergency Teams to work with victims and law enforcement in the community.
- Offers crisis intervention and support to victims of domestic violence and sexual assault.
- Perform crisis intervention and facilitate client referral to appropriate staff member or community agencies.
- Assist Outreach Staff with events and programming including Sexual Assault and Domestic Violence Awareness Month Activities.
- Develops brochures and training materials for populations served.
- Ensure accurate and timely reporting of all grant required client data.
- Prepares and administers program and training evaluations.
- Prepares reports on program outcomes.
- Update and monitor social media accounts such as Facebook, Twitter, Tumblr, etc. with input from the Program Director.
- Assist the Program Director in managing the company website.
- Preparation of company newsletter.
- Performs other duties as assigned by supervisor.

COOPERATIVE RESPONSIBILITIES:

- Provides crisis line coverage during assigned work shifts.
- Fulfills on-call duties, serves as back-up to volunteers on duty.
- Works cooperatively with all staff on projects as assigned.
- Assists in preparation of First Step newsletter.
- Attends required orientation and training provided by First Step, Inc.

HOURS:

40 hours per week.

EQUIPMENT USED:

Computer, printer, copying equipment, projector, calculator, automobile, fax machine.

QUALIFICATIONS:

- Bachelor’s degree in human relations field or education, experience/training in the field of criminal justice, and/or equivalent work experience.
- Experience in client-centered social services work.
- Must have knowledge of issues related to domestic violence and sexual assault (or willingness to learn)
- Ability to make good, independent decisions.
- Flexibility, personal integrity and ability to work with others.
- Ability to maintain complete confidentiality of information in all employee, client and Agency matters.

Approved Position Description:

Executive Director	Date 11/30/18
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By signing below, I acknowledge that I have read and understood this job description and am able to perform all functions as described.

Employee Printed Name

Date

Employee Signature

Date

Supervisor Printed Name and Title

Date

Supervisor Signature

Date

First Step, Inc. is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.