

# CARE House of Oakland County

## Job Description

Position: Community Outreach Facilitator

Department: Community Outreach

Supervisor: Community Outreach Manager

### Responsibilities:

1. Facilitate community outreach presentations including Stewards of Children Prevention Program, Mandated Reporter trainings, Body Safety Training, CAREing for Kids, Commercial Sexual Exploitation, and Online Safety.
2. Promote community outreach services by identifying and contacting populations who would benefit from participation our community awareness programs.
3. Act as a liaison between community education populations and CARE House to schedule and facilitate requested services.
4. Collect and record required program data.
5. Develop new community outreach presentations in response to community needs and interests regarding child abuse and neglect including a general overview of CARE House services.
6. Create and maintain information/resource packets that correspond with presentation topics.
7. Participate in meetings and professional development opportunities.
8. Represent CARE House at community events as requested.
9. Perform all other duties as assigned.

### Education Required:

Minimum of bachelor's degree in early childhood education, social work, human services, psychology, or public policy.

### Experience Required:

Minimum of 2 years of experience working in the field of abuse prevention in a position involving educating professionals, children, and the general public. Must be sensitive to multi-cultural beliefs and practices and the needs of low income families. Requires above average interpersonal skills and

problem solving abilities together with good verbal and written communication skills. Must be comfortable speaking in front of groups.

Language Skills: Bilingual language skills are helpful.

Physical Abilities:

Must be able to utilize a computer to prepare program materials and tracking documentation. Must be able to lift 25 pounds in order to carry boxes of program materials to outreach locations.

Other Requirements:

Must have a valid driver's license, reliable transportation, and proof of automobile insurance. Extensive travel to training sites and special events.

Date Revised: June 21, 2018