

Position Description
The Women's Center, Inc. of Columbia/Montour
Prevention Specialist

Starting at \$15 per hour

Job Summary:

This position is a full time, defined as 40 hours per week, non –exempt position. The primary duties are to implement the Project Safe & Smart curriculum and assist with progress reports and statistical analysis related to the PCCD grant. This is a non-supervisory position.

Duties/Responsibilities:

- Implement the Safe Touches curriculum at local school districts and community settings.
- Conduct Smarter Parents. Safe Kids curriculum workshop with parents.
- Complete routine systems advocacy with local school districts and community partners.
- Serve on community multi-disciplinary teams and task forces.
- Attend all required meetings with PCCD.
- Monitor and maintain grant goals and objectives to ensure their attainment.
- Completion in a timely manner, of all Education Department reports and statistics required by funding sources.
- Initiate and complete, in a timely manner, all client related documents.
- Participate in the on-call system including response to crisis calls and the provision of accompaniment as required.
- Attend all required in-service, supervisory, and staff meetings as assigned.
- Carry out the duties of the position in a professional manner.
- Contribute to a positive work environment.
- Any other related duties assigned by supervisor.

Education/Experience/Skills:

- High School Diploma or GED is required.
- Ability to communicate effectively and be organized and flexible.
- Successful completion of the agencies' direct service training within ninety days of employment.
- Successful completion of Project Safe & Smart facilitator training.
- Must have a valid Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Background Check, and FBI Criminal Background Check.
- A valid Pennsylvania driver's license.

This position is fully funded by the PCCD Project Safe & Smart grant. Employment may be terminated or extended at the conclusion of the grant period (January 1, 2025-June 30, 2027) contingent upon the continued availability of funding.