



JOB DESCRIPTION

Position: Prevention Educator/Sexual Assault Advocate (FT)
Compensation: Hourly, nonexempt

Grant funded position.

NCRCT values a diverse workplace and strongly encourages applications from Folx who identify as Black, Indigenous, People of Color, LGBTQ+, Trans, Queer, Non-Binary, Disabled, Immigrants, Veterans, System-Impacted, Parents, and anyone who has experienced systemic oppression and/or gender-based violence. Applicants with bilingual skills in Spanish, Hmong and/or ASL are strongly encouraged to apply.

RESPONSIBILITIES:

Under the direction of the Education and Outreach Manager, the Prevention Educator is responsible for participating in the outreach to/partnership with Humboldt and Del Norte County schools and community partners, the facilitation/co-facilitation of classroom presentations, school clubs, and community events, and the creation and/or modification of presentations, social media posts, brochures, fliers, and other relevant materials.

SPECIFIC DUTIES:

- To provide on call crisis services as needed
- To provide crisis intervention, follow up, referral, advocacy and accompaniment for clients going to law enforcement agencies, hospitals, court proceedings & other agencies
- Availability for and ability to take on-call shifts, including some weekends and holidays
- Attendance at monthly in-service meetings and periodic local/out-of-area trainings
- To attend staff and case management meetings
- To provide prevention and community education presentations including co-facilitating child and adult workshops
- To facilitate/co-facilitate Check It clubs and other prevention education programs
- To table at community events
- To attend collaborative meetings as assigned by the supervisor
- To assist in data collection, quarterly reports, and other recordkeeping activities
- To comply with child abuse reporting laws
- To communicate with immediate supervisor any concerns or feedback about individuals in classroom or school

Humboldt County



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Business: (707) 443-2737



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Del Norte County



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Crescent City, CA 95531

- To maintain positive, equitable and professional relationships with school/other staff
- To participate in community events
- To answer phones, handle basic inquiries, and respond to requests for information
- To type, design, file, and maintain program-related materials such as brochures, fliers, social media posts, and presentations
- To maintain stock of forms for office use and literature for the public
- To perform other tasks as directed by the supervisor

QUALIFICATIONS & SKILLS REQUIRED:

- Commitment to the prevention and intervention of sexual assault, (healing can happen)
- Commitment to the empowerment of people and to unlearning oppression
- Passion for education
- Must be able to work flexible hours
- High school diploma or equivalent
- Good listening and communication skills and/or counseling experience desirable
- Multicultural experience highly desirable
- Experience in general office/clerical work
- Non-profit experience desirable
- Microsoft Office, Canva experience required
- Successfully complete initial 70 Hours of state certified Crisis Training and 8 hours per year of Continuing Education training
- Ability to remain calm and act clearly, knowledgeably and assertively in a crisis situation
- Ability to interact sensitively, and professionally and without discrimination with clients, co-workers, all community agencies and personnel in the criminal justice system
- Ability to take direction, work independently and in cooperation with others, in an organized, self-motivated, efficient manner
- Must have means and capacity to run job related errands (unlimited access to an insured vehicle)
- Willingness to sign a waiver authorizing NCRCT to complete a background check
- Valid California Driver's License and Proof of Insurance

PHYSICAL REQUIREMENTS OF JOB:

All of the job functions listed above, to greater or lesser degrees, involve the following physical demands: Close vision, hearing/listening, clear speech, good manual dexterity and fine motor coordination, physical mobility and flexibility. Continuous sitting, standing and walking necessary. This position requires frequent computer use, occasional lifting of up to 50 pounds, and climbing ladders. ADA compliant accommodations available.

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MENTAL REQUIREMENTS OF JOB:

All of the job functions listed above involve the following mental demands: Complex reading and writing, clerical, analytical perception/comprehension, and math skills. (Good) judgment, decision-making.

JOB CONDITIONS AND WORK HOURS:

NCRCT is a not-for-profit organization with a mission that may include urgent deadlines and require flexibility. In addition, work may be required outside of normal business hours, including some evenings and weekends, to provide client support and advocacy as well as attendance at special events

BENEFITS:

Health, dental, vision and life insurance (pending approved applications). Available after 1 month: paid holidays, sick leave and vacation leave as earned. Tax sheltered annuity retirement by employee contribution. Other benefits as required by law are State Unemployment Insurance, Worker’s Compensation, Social Security and Medicare Contributions

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