

JOB TITLE: PREVENTION PROGRAMMES & EDUCATION OFFICER

JOB ID: T3763

Old JOB Number: 0

REPORTS TO: MANAGER, SEXUAL & DOMESTIC VIOLENCE UNIT

Date revised: 2016-10-21

MINISTRY/DEPARTMENT: MINISTRY OF SOCIAL PROTECTION

PURPOSE: To plan, develop and manage the implementation of the Sexual & Domestic Violence Unit's primary prevention, community education/awareness, and training programmes, in conjunction with other stakeholders.

KEY OUTPUTS:

- Developed and distributed prevention and community education material.
- Effective partnerships with community groups and other Agencies.
- Well trained and highly effective staff and community groups.
- Well planned awareness month activities.

RANGE OF ACTIVITIES:

- To develop and maintain all primary prevention and community education material as needed, in collaboration with other key agencies.
- To liaise with and establish collaborated relationships with community groups and other Agencies so as to ensure training and awareness programmes.
- To identify, train and utilize volunteers to maximize community education/awareness coverage.
- To coordinate sexual assault and domestic violence awareness month activities for the Unit.
- To develop a primary prevention coalition and implement appropriate prevention strategies, and over time, design and conduct an assessment survey.
- To coordinate and facilitate domestic violence and sexual assault training classes annually for the professional staff of the Social Services Department and other related service providers.
- To coordinate and facilitate the special eighty-hours compulsory training in domestic violence and sexual assault for new entrants to the department.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Diploma in Social Work, Human Services or related field from a recognised University PLUS certification of training in Domestic Violence & Sexual Assault ALONG WITH a minimum of three (3) years experience working with victims of sexual violence/domestic violence.

OR

- A Certificate in Social Work, Human Services or related field from a recognised University PLUS certification of training in Domestic Violence & Sexual Assault ALONG WITH a minimum of five (5) years experience working with victims of sexual violence/domestic violence.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- Decisions are made in accordance with given policies, procedures and guidelines. Much guidance isn't necessary from supervisors when making basic decisions, but on more complex issues recourse to the supervisor is necessary.

The job holder can act with much freedom, and creativity and original thinking is required in solving problems. Errors made may or may not be immediately detected, but can have lasting adverse effect on the clients of the service.

RESOURCE MANAGEMENT:

- The job holder's involvement in planning will mainly be in the short term. It will involve primarily time management related to the completion of routine tasks. The job holder is not a budget holder and does not handle cash, stock or high value capital equipment.

COMMUNICATIONS: The job holder is expected to have excellent writing skills coupled with a highly articulate oral communication style, with the ability to clearly explain complex issues to a wide variety of persons. He/she is also expected to prepare and present training modules in a group setting with an informative and engaging presence. The incumbent is expected to be skilled in research methods and report writing techniques.

WORKING CONDITIONS: The job involves both office and field work, with approximately 65% of the time spent in the field preventative training and educational undertakings. There are no risks of injuries or hazards associated with the job, except in extreme cases of hostile persons and hostile field environments.

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