

Requirement of all Employees

Background Checks: All employees must pass child abuse and neglect central registry screening, preemployment drug testing and criminal background checks; All employees must complete a drug test during pre-screening. Employees are required to maintain confidentiality to protect victims. As a result, an extensive background check of work history and education will be conducted prior to hiring.

Training: All new employees are required to receive 40 hours of crisis intervention and trauma inform care training. All continuous employees are required to receive at least 20 hours of crisis intervention and trauma informed care training.

Mandated reporters: All employees are mandated reporters. Your work will have you in contact with vulnerable individuals and you have a legal duty to report abuse. While advocates generally keep victims' information confidential, they must legally report certain information, including threats victims make against others (or threats others make against the victim); threats of self-harm; and observed or suspected child neglect or abuse.

Special requirements of all employees: All contacts with clients will be kept confidential and all employees will be expected to sign a statement of confidentiality understanding that they may be terminated if confidentiality is violated. Evaluations of employees will be completed every 12 months. New hire evaluation will be every 3 months during the first year of employment.

Healthy Relationship (School) Trainer

JOB DESCRIPTION

TO BE HIRED POSITIONS:

(Work Schedule will be set bi-weekly)

IMMEDIATE SUPERVISOR:

Executive Director & Healthy Relationship Director

SALARY: Contractual position (1099)


\$50.00 per school sessions; limited travel allowance

Invoices are to be submitted monthly.

GRANTS: Rural and Culturally Specific

WORK LOCATION: Local schools in 6 counties

VICTIMS TO BE SERVED:

 Focus is with African Americans, ages 12-21:

- Domestic Violence
- Dating Violence
- Stalking
- Sexual Assault
- Children of Domestic Violence

SUMMARY

The School Trainer is a paid consultant, reporting to the Executive Director (ED) and Healthy Relationship Director. The Trainer will be implementing a 14-week Healthy Relationship Plus curriculum to students.

PRIMARY RESPONSIBILITIES:

- **Training**
 - Receive a minimum of 40 hours training on the implementation of selected 14-week curriculum **prior to hiring**. In some cases, travel will be reimbursed - if the individual lives outside of Washington County.
- **Data**
 - Collect all class intakes, assignments and evaluations per session.
 - Complete instructor's observation notes after each class session.
 - Submit forms to the Healthy Relationship Advocate for weekly input into survey monkey. Forms include the following:

Healthy Relationship (School) Trainer

Student Intakes, Evaluations, Sign in Sheets and any other data collection from conducting the group sessions.











- Prepare material for each class session prior to class session.

The ideal candidate for this position will bring a variety of experiences and attributes to Our House, including:



- Fluency in English
- At least 2-3 years of experience in community outreach, advocacy, training and communications with underserved or culturally specific communities
 - Proficient in social media (Twitter, Facebook, LinkedIn) and with writing for the web for different audiences
 - Experience with WordPress, Adobe Creative Suite and MS Office preferred
 - Self-starter with demonstrated ability to work independently under tight deadlines
- Must have excellent writing and organizational skills, with high attention to detail
- Strong interpersonal skills and an outgoing personality
- Ability to stay up to date with current news, trends and studies
- Take initiative and is open to continuous learning

Overall, the position requires good listening skills and to be familiar with the community resources. All employees and contractors will be working with individuals who may be emotionally and/or physically traumatized. This position requires a person who possess empathy, the ability to listen, and a desire to help others. especially if they live in a culturally diverse area.







QUALIFICATIONS:

-  Prefer college degree in Social Service setting or at least High School Diploma with 4 years of work experience.
-  Possession of a valid Mississippi Driver's License, automobile, and adequate insurance.
-  Must be at least 21 years old.
-  Must possess excellent written and oral communication skills;
-  Must pass child abuse and neglect central registry screening, criminal background checks; preemployment drug testing and tuberculosis screening (*These background checks are done at the expense of the employee prior to hiring.*);
-  Must have a home telephone or cell phone;
-  Must possess skills to be empathetic, nonjudgmental, supportive, respectful, and empowering in working domestic violence and sexual assault victims;
-  Must be knowledgeable of the dynamics of interpersonal violence and be able to respond appropriately in crisis situations;
-  Must be willing to adhere to the philosophy, mission, and policies of the Our House, Inc.
-  Must work collaboratively with others and other agencies.

ESSENTIAL FUNCTIONS:

-  Behave ethically and professionally;
-  Can work with diverse populations;

Healthy Relationship (School) Trainer

-  Can collaborate well with others, since they interact with professionals from many different social service and government agencies;
-  Have emotional resilience and stability since the work often involves dealing with crises;
-  Can communicate effectively both verbally and in writing
-  Maintain consistent attendance is required to assure that the clients', and survivor's needs are met.
-  Comply with all policies, procedures, and practices
-  Comply with all policies and uphold our standards of excellence while on assignment in the field.

APPLICATION PROCESS:

Please e-mail ourhouse@ourhousenewbirth.com or mail to Post Office Box 3956, Greenville, MS, 38704 the following document: resume, cover letter, writing sample, 3 professional references, completed job application (found online) and a sample of work (i.e. a brochure, presentation, list of tweets, etc. that the candidate has developed on her/his own). Incomplete applications **will not** be reviewed.

Our House, Inc. is committed to equal opportunity in employment and does not discriminate based on “race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, and place of residence or business.

Working Conditions:

The Healthy Relationship (School) Trainer must understand and accept the possibility of exposure to inside environmental conditions, such as noise, infectious/communicable diseases, blood and bloodborne diseases, chemicals and/or chemical fumes, odors, gases, and dusts. There is also the possibility of physical injury/verbal abuse from an out of control client and/or visitor. Frequent exposures to distressed clients, families, or visitors

I acknowledge receipt of this job description and understand and accept the duties and responsibilities as listed.

Signature of Employee

Date

Signature of Supervisor/Dr. Patricia Ann Davenport

Date