

## 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.

## PUBLIC AWARENESS COORDINATOR *Job Description*

### **TO BE HIRED POSITIONS:**

*(Work Schedule will be set bi-weekly)*

### **IMMEDIATE SUPERVISOR:**







Executive Director & Healthy Relationship Director

### **SALARY:** Hourly

\$12.50 per hour x 32 hours, health, life, vision, and dental insurances










**WORK LOCATION:** Bolivar, Leflore, Holmes, Humphreys, Sunflower, and Washington Counties

### **VICTIMS TO BE SERVED:**

-  Focus is with African Americans
-  Domestic Violence
-  Dating Violence
-  Stalking
-  Sexual Assault
-  Children of Domestic Violence

### **PRIMARY RESPONSIBILITIES:**

**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

# PUBLIC AWARENESS COORDINATOR

## *Job Description*










### ***JOB BRIEF***

We are looking for a competent Public Relations (PR) Specialist to shape and protect our image in ways that promote our services, values, and mission. You'll be responsible for maintaining media relations and collaborating with marketing teams in promotional activities.











We expect to see candidates who can impress us with their copywriting and presentation skills. We'll be on the lookout for experience in corporate communications, project management and social media. Throw a lot of enthusiasm and a pleasant personality into the mix and you'll be our ideal candidate.

The goal is to maintain positive public awareness of the agency's mission.

### ***RESPONSIBILITIES***

-  Formulate PR plans and strategies
-  Enhance the company's voice and presence through online and offline channels
-  Manage media relations and requests
-  Write press releases, speeches, and other PR copy
-  Plan and supervise events, fairs, conferences etc.
-  Support the implementation of promotional plans
-  Present solutions in times of PR crisis
-  Facilitate the resolution of disputes with the public or external vendors
-  Lead survey initiatives and analyze public opinion

### ***REQUIREMENTS AND SKILLS***











-  Proven experience as public relations specialist or similar position
-  Experience in project management and execution of PR campaigns and/or initiatives
-  Experience in copywriting and editing
-  Working knowledge of MS Office; photo and video-editing software is an asset
-  Familiarity with social media platforms (Twitter, Facebook etc.)
-  Excellent oral and written communication skills
-  Aptitude in presentation and public speaking
-  Proficiency in English
-  A creative yet practical mind
-  BSc/BA in PR, communications, journalism, or relevant field

**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.









# PUBLIC AWARENESS COORDINATOR

## *Job Description*

### 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;
-  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](mailto: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.

**PUBLIC AWARENESS COORDINATOR**  
*Job Description*

**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