



## Child Abuse Prevention Education Coordinator

<b>Job Purpose</b>	Responsible for the implementation of child abuse prevention education within Bay, Huron and Saginaw counties and surrounding area as requested. Represent CAN Council through community outreach seeking to develop partnerships and educate the community regarding CAN Council’s mission. Support facilitation of parent education through preparing for classes, data entry and program evaluation. Full-time, non-exempt position.
<b>Reports to and evaluated by</b>	CAPE Program Director
<b>Home office</b>	CAN Council Bay County
<b>Requirements</b>	Bachelor’s Degree preferred; classroom management experience required; excellent communication and interpersonal skills; proficiency with all Microsoft programs and database management; outstanding presentation, organizational and team building skills; organized and timely; must work well with both children & adults; ability to work efficiently, effectively and with flexibility. Must be able to lift 40 pounds as required.

### Responsibilities

#### Presentations throughout Bay, Huron and Saginaw counties

1. Present Safe Baby to middle & high school students
2. Present Mandated Reporter training in conjunction with DHHS
3. Back-up presenter for Child Safety Matters and Teen Safety Matters
4. Implement additional prevention programs as developed

#### Administrative Duties

1. Build relationships with community partners within Bay, Huron and Saginaw counties
2. Enter, analyze, and submit program data and generate reports as needed by the Program Director and/or grant requirements
3. Provide support for parent education through preparation for classes, data entry, and program evaluation
4. Enter survey data into the database
5. Drive CAN Council vehicle for presentations and as a backup for events
6. Assist with coverage for outreach activities and prepare necessary materials
7. Obtain training needed for the position and be observed by CAPE Program Director to be approved for presenting without supervision

*It is the policy of the CAN Council to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. Persons who do not meet all of the listed job criteria but who feel that their knowledge, skills, and experience make them well-qualified candidates are encouraged to apply.*