

GENESEE COUNTY

OUTREACH/TRAINING PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for administering child abuse and prevention educational programs in area schools and community agencies, as well as seeking out and coordinating relevant trainings for Justice for Children Advocacy Center (JFCAC) and multidisciplinary team partner agency staff. Also includes assisting with day to day office duties to maintain functionality of the JFCAC. Work is performed under direct supervision of the JFCAC Program Coordinator, with leeway allowed for the exercise of independent judgment in routine matters. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Administers and presents approved child abuse programs to area schools, daycare centers, parents and public forums to meet various state and federal law requirements;
Attends training certification programs to maintain necessary credentials;
Maintains updated child abuse curriculum and adjusts lessons to fit the need;
Assists with the planning, promotion, initiation and coordination of a variety of JFCAC activities to better protect and enhance the welfare of children and youth;
Develops and maintains working relationships with various agencies that are available to provide services for victims and their families;
Provides outreach, schedules and conducts awareness presentations;
Maintains up-to-date tracking of education and presentations for Federal, State and local statistical reporting;
Coordinates training for multidisciplinary team members, including seeking out relevant training, scheduling, making travel arrangements;
Greet families, answers phone calls, any may do additional data entry;
Assists in maintaining all three JFCAC locations;
Performs a variety of related activities as required;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of modern principles and practices related to child abuse; Good knowledge of State and Federal laws and rules governing child advocacy programs; Good knowledge of area schools and community agencies; Ability to develop and implement an education curriculum to meet community needs; Ability to establish and maintain effective working relationships with others; Ability to speak in front of large groups of adults and children in clear, concise and articulate manners; Ability to communicate effectively both orally and in writing; Ability to operate a personal computer and utilize common office software programs; Ability to understand and empathize with the needs and concerns of others; Ability to analyze and organize data and prepare records and reports; Ability to understand and empathize with the needs and concerns of others; Physical condition commensurate with the demands of the position; Ability to speak English fluently.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS CONT'D:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

- A.) Possession of an Associate's degree or higher in Criminal Justice, Human Services, Social Work, Psychology, Education, or related field AND one (1) year of full-time, paid experience providing educational services and/or human services;

OR:

- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience providing educational services and/or human services;

OR:

- (C) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

PART-TIME, PAID EXPERIENCE WILL BE PRO-RATED AS APPROPRIATE

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT

Possession of a valid New York State driver's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive

Adopted 9/24/25