

First Step, Inc.
Professional Trainer
Position Description

Title: Professional Trainer
Position: Fulltime, exempt
Reports to: Program Director

BRIEF OVERVIEW OF POSITION:

The Professional Trainer will educate and interface with various community professionals who are likely to encounter and be in a position to assist survivors of domestic violence and sexual assault. Targeted fields for engagement and training include law enforcement, social workers, healthcare and human resource professionals.

ACCOUNTABILITY:

Program Director/Executive Director

SUPERVISORY RESPONSIBILITIES:

None

ESSENTIAL RESPONSIBILITIES:

- Develops and continually updates curricula on the dynamics of domestic violence and sexual assault.
- Provide training to law enforcement, social workers, healthcare and human resource professionals on the dynamics of domestic violence and sexual assault in assigned 12 county area.
- Develop training programs and materials for victim service providers in the assigned 12 county area.
- Conducts Staircase Project class for domestic violence clients referred from the District Attorney's Office and Child Protective Services.
- Develops working agreements with social service organizations, criminal justice and legal agencies within the counties we serve area communities.
- Networks with area agency professionals and the staff members to collaborate training efforts.
- Conducts training seminar and conference within the twelve counties served.
- Facilitates training seminars and conferences to educate and train community professionals.
- Offers crisis intervention and support to victims of abuse and or sexual assault.
- Performs crisis intervention and facilitates client referral to appropriate staff member or community agencies for appropriate support.
- Assist Outreach Staff with Sexual Assault/Family Violence Awareness Month Activities.

- Develops brochures and training materials for populations served.
- Performs other duties as assigned by supervisor.

COOPERATIVE RESPONSIBILITIES:

- Provides crisis line coverage during assigned work shifts.
- Assists with community education.
- Works cooperatively with all staff on projects as assigned.
- Assists with outreach and development as assigned.
- Attends required orientation and training provided by First Step, Inc.

HOURS:

40 hours per week.

EQUIPMENT USED:

Computer, printer, copying equipment, calculator, automobile, fax machine

QUALIFICATIONS:

- Bachelor's degree in human relations field or education, experience/training in the field of criminal justice, or equivalent work experience.
- Experience in client-centered social services work.
- Must have knowledge of issues related to domestic violence and sexual assault (or willingness to learn)
- Ability to make good, independent decisions.
- Flexibility, personal integrity and ability to work with others.
- Ability to maintain complete confidentiality of information in all employee, client and Agency matters.

TO APPLY: Candidates must submit *all* of the following:

1. A cover letter. Cover letter must explain specifically, how candidate's experience and education meet the requirements of this position.
2. Resume
3. Completed First Step, Inc. "Job Application" that can be found at: <http://firststep.org/>.

All three items above must be emailed, "Attention Professional Trainer Position", to: firststephr@yahoo.com. *No phone calls please.*

Position will remain open until filled.

First Step, Inc. is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.