

**Position Description**

**Bilingual Outreach Preventionist**

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**Status: Exempt Dept: Sexual Assault**

 **Service Center**

**Reports to: Program Director Classification: 3P**

**BASIC FUNCTION:** Coordinate the provision of services in Spanish and coordinate outreach efforts to increase awareness of Spanish language service availability

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Increase awareness of SASC’s ability to provide program services in Spanish.
2. Develop connections with the Hispanic/Latino communities and organizations in order to promote use of sexual assault services.
3. Translate materials into Spanish, as needed.
4. Act as a liaison between the Sexual Assault Services Center and the educational system
5. Develop and maintain contacts within the educational system and the community to promote prevention education
6. Develop and implement age-appropriate presentations and events focusing on issues related to sexual abuse/assault which include elements of identification, reporting and prevention within the Spanish community.
7. Provide direct service to survivors of sexual abuse/assault
8. Participate in on-call duties as needed by the program
9. Represent GACS/Sexual Assault Services Center in academic, community and professional organizations
10. Submit all reports, oral and written, in an accurate and timely manner to as required by GACS and in accordance with contractual obligations
11. Structure and oversee volunteer activities related to prevention services
12. Organize and coordinate volunteers for prevention services
13. Communicate problems and issues within the Sexual Assault Services Center to the Outreach and Prevention Supervisors and Program Director
14. Work collaboratively with other agencies
15. Assist GACS administration in any investigation against conduct that is illegal
16. Other duties as assigned.

**QUALIFICATION:**

1. Bachelor’s degree in education, social work or a related field or experience in the areas of education, social work, or a related field.
2. Interest in advocacy and community engagement.
3. Forty (40) hours of ICASA approved sexual assault training
4. Excellent verbal and written communication skills in English and Spanish
5. Good computer skills
6. Demonstrate sensitivity to the cultural and socioeconomic characteristics of persons served.

**POSITION DESCRIPTION**: Advocate (Continued)

1. Ability to exercise discretion and independent judgment
2. Ability to handle sensitive and confidential materials
3. Ability to work flexible hours
4. Valid Illinois driver’s license and proof of automobile insurance coverage

ADA DISCLAIMER/STATEMENT: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Position responsibilities are intended to describe those functions that are essential to the performance of this job. This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Guardian Angel Community Services is an equal opportunity employer. Employment, assignment, and promotion practices are carried out in accordance with all applicable laws, rules, regulations and orders without regard to race, religion, color, national origin, physical handicap, social handicap,

sex, age, or ancestry.

All employees who do not have a written contract with the Agency identified as such for a specific fixed term of employment are employed at the will of the Agency.

I accept the position described above. I have had the opportunity to read this Position Description and to discuss its contents with my supervisor, and I have received a copy for my own use.

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Signature Date