

Lake County Crisis Center/A Safe Place

FVC Education Coordinator

The FVC Education Coordinator is responsible for planning and hosting professional training sessions and annual symposium for Lake County judges, law enforcement, and civil, as well as family court personnel and other key professionals. Also, responsible to assist with all aspects of day to day operations at the FVC, including cross trained as a Family Visitation Facilitator. The Coordinator reports to the Director of the Family Visitation Center and works closely with all programs. Education Coordinator will work 4 weekdays and one weekend day with flexibility to cover Facilitator shifts.

A Safe Place is a recognized 501(c)3 listed under Lake County Crisis Center for the Prevention & Treatment of Domestic Violence Inc.

Position is located in Round Lake Beach.

Responsibilities:

- Work closely with Director, Chief of Staff and CEO to create curriculum/training and educational information regarding domestic violence as needed and determined by grant requirements.
- Attend/participate in orientation regarding new grant.
- Host 7 trainings during grant period, targeting court based/related and court appointed personnel as well as sessions targeting law enforcement personnel.
- Host 1 large annual symposium on dynamics of DV, dating violence, child sexual abuse, sexual abuse and stalking.
- Education Coordinator will work with Director of FVC with development/updating/review of corresponding Lake County DV Guidebook for professionals.
- Cultivates relationships within defined areas to promote community education and awareness. Additionally, develops new outreach opportunities to expand awareness of the Visitation Center and A Safe Place.
- Develops a working relationship with Lake County Law Professionals and acts as a liaison within the courthouse. This includes effective communication of policies & procedures, visits to the courthouse and development of printed materials.
- Serves as an articulate, enthusiastic and visible spokesperson for A Safe Place.
- Coordinates speaking engagements requested of agency staff.
- Development & distribution of information and materials about A Safe Place and domestic violence as appropriate.
- Collects data regarding trainings provided and compiles reports.
- Complete grant reporting as required.
- Monitors, in collaboration with service coordinator, that timely community outreach reports are submitted to the service coordinator for accurate documentation on InfoNet.

- Works with the Marketing and Events Director to publish and distribute marketing materials for the recruitment of 40-hour participants.
- Collaborates with the Chief Development Officer to effectively promote the community outreach services of A Safe Place.
- Assumes other responsibilities as assigned by the CDO.
- Attends and participates in staff meetings, training and additional relevant meetings.
- Works as a team player in the organization.

Facilitator Duties (Crossed Trained):

- Monitor visits and custody exchanges between children and non-custodial parents as ordered by the court in domestic violence cases.
- Support and promote a positive atmosphere and visiting experience for parents and their children.
- Use interpersonal skills with tact, patience, and courtesy
- Ensure client compliance with visitation center policies.
- Intervene and redirect visiting parent and child as appropriate.
- Immediately document concerns and critical incidents to the Director and inform police as outlined in program policies.
- Recognize and respond quickly to potential threats to safety for staff, clients, and self, using conflict resolution and de-escalation techniques.
- Maintain confidentiality and privacy as outlined in Visitation Center & A Safe Place Agency policies.
- Refer clients to community resources as appropriate
- Conduct client orientations as requested.
- Perform administrative duties related to monitoring of visits such as keeping observation notes as directed, updating client files, completing periodic summary reports, scheduling, etc.
- Facilitator function includes weekend & early evening availability (as needed).

Qualifications:

- Minimum Bachelor's degree in Social Work, Psychology, Education or closely related field preferred. 5 years' relevant experience with other degree will also be considered.
- **Bilingual Preferred**
- Experience in public speaking to large audiences.
- Excellent communication, public speaking, and research skills.
- Ability to articulate the philosophy, mission, services and needs, including financial, of domestic violence victims and A Safe Place.
- Ability to handle difficult conversations in a professional and non-judgmental manner.
- Ability to understand and to verbalize the issue of domestic violence and A Safe Place's services to wide-ranging audiences.

- Flexible schedule and willingness to travel throughout A Safe Place's service area.
- Working competency in Microsoft Office products; computer literate.
- Ability to negotiate stairs and lift 20 lbs.
- Ability to accept, understand, and relate sensitively to people of varied socio-economic, racial, cultural and experiential backgrounds.
- A commitment to the philosophy and programs of A Safe Place, which includes a commitment to survivor's and children's issues, sharing a belief in helping to create a society free from violence, and in working in a cooperative environment.