

Human Resources
POSITION DESCRIPTION (HR 120)

CLASSIFICATION

TITLE: Health Educator

DEPARTMENT: Campus Health & Wellbeing

FLSA: Exempt

WORKING TITLE: Prevention Specialist for Gender-Based Violence Initiatives

INCUMBENT:

PURPOSE:

The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and wellbeing by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations. Safer is a program that resides within Campus Health & Wellbeing and is the on-campus resource responsible for providing prevention education and crisis advocacy services related to gender-based violence.

The role of this position is to provide leadership in identifying goals for and developing prevention programs for the campus that address long- and short-term campus prevention education needs. Incumbents coordinate, plan, design, implement, and evaluate prevention efforts with the goal of improving knowledge, attitudes, and behaviors at Cal Poly and lowering incidents of violence.

Under the general direction of the Associate Director of Safer, the Prevention Specialist for Gender-Based Violence Initiatives is responsible for leading and coordinating prevention education, outreach, and early intervention efforts related to gender-based violence in a higher education setting. This includes topics of sexual assault, dating violence, domestic violence, stalking, sex trafficking, and bystander intervention. The Prevention Specialist will implement evidence-based prevention strategies in partnership with campus and community partners, utilizing an intersectional social justice and public health approach. This position develops curriculum, content, and materials for the campus community, through the development of presentations, educational seminars, strategic programs, and initiatives aimed at promoting healthy relationships and lower incidents of violence.

The Prevention Specialist will also oversee operational aspects of the Safer program including, but not limited to, supervising undergraduate and graduate student interns and student assistants, leading research and assessment efforts, providing input on university policies and protocols related to gender-based violence, represent Safer on various campus and community committees, budget management, training students, faculty and staff on prevention education and resources, and building strong collaborative connections with on- and off-campus constituencies.

This role's responsibilities may include universal prevention and/or indicated prevention.

DUTIES AND RESPONSIBILITIES:

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

ESSENTIAL JOB FUNCTIONS

Daily

90%

1. Coordinate the day-to-day operations of the Safer Program in collaboration with the Associate Director of Safer, Campus Advocates, and other campus partners, including office operations of Safer's University Union location.
2. Assess needs, resources, and capacity for prevention programming.
3. Lead research, assessment, and evaluation efforts for the program; analyze and report on trends and create reports to share findings.
4. Compile quarterly and year-end reports that document work on campus and in the community.
5. Review existing Safer policies, practices, and organizational structure and propose changes as appropriate. Analyze the impact of programs and program changes.

6. Recruit students for paid positions and internships; Create onboarding protocols and training for new student staff.
7. Supervise and evaluate student assistants and interns, providing student-centered mentorship and oversight.
8. Serve as the department liaison and prevention education subject matter expert to campus and community committees and agencies concerning gender-based violence.

Universal prevention responsibilities will primarily include:

9. Plan and implement gender-based violence prevention programming; present material in large and small group settings to diverse audiences, including student and parent/supporter audiences during new student orientation.
10. Coordinate large scale events. Examples include Sexual Assault Action Month, Dating Violence Action Month, and Stalking Action Month.
11. Create, coordinate and implement marketing and communication efforts including web content, printed collateral, press releases, campaigns, and promotional items.
12. Provide high-level multiday training for student staff during orientation and as needed throughout the academic year.

Selected prevention responsibilities will primarily include:

13. Create prevention curricula for student leaders in high-impact groups such as fraternity and sorority life and athletes.
14. Collaborate with faculty, staff, and students to promote, develop and coordinate violence prevention education.
15. Consult and strategize with faculty and staff to create opportunities to incorporate Safer programming into the classrooms and workspaces, increase their knowledge of gender violence, and promote healthy attitudes and behaviors. Engage employees who already have a high degree of knowledge in violence prevention.

OTHER JOB FUNCTIONS

As Needed

10%

1. Perform other job-related duties and special projects as assigned.
2. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent in an approved program in health education or a related health field. Equivalent to two years of progressively responsible health education experience or combination of education and experience which provides the required knowledge and abilities.

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS:

- Possession of a valid driver's license or the ability to obtain by date of hire.
- Current First Aid and CPR certification, or will obtain certification within first six (6) months of employment.

REQUIRED QUALIFICATIONS (SKAs):

- Thorough knowledge of health education theories, research, and program assessment.
- Thorough knowledge of planning, design, implementation, and evaluation of college-aged student health education programs.
- Ability to assess needs and establish or recommend program priorities and goals and develop plans to achieve goals.
- Ability to collect, compile, chart, and analyze data pertinent to health education program planning.
- Ability to plan, organize, conduct or oversee a variety of health education program and activities including discussion groups and workshops.
- Ability to develop educational materials and media such as pamphlets, audio and video materials, and electronic media.
- Demonstrated skill in training/instructing others on new skills and procedures and ability to provide lead work direction.
- Familiarity with gender-based violence prevention education, advocacy and consultation techniques.
- Demonstrated ability to maintain a high degree of confidentiality consistent with applicable laws and regulations.
- Ability to work well with college students, one-on-one and in groups.

- Knowledge of social determinants of health, social justice intersections to overall wellbeing, identity development, societal and cultural roots of violence, intersectionality, and systems of oppression.
- Excellent communication skills with the ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Ability to draft and compose correspondence and professional reports.
- Thorough knowledge of English grammar, spelling, and punctuation.
- Excellent public speaking ability to both small and large audiences.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures.

PREFERRED QUALIFICATIONS:

- Demonstrated skills in an educational or higher education environment utilizing a customer-oriented and service-centered attitude.
- Experience with public health, non-profit or social services agencies.
- Demonstrated skills in marketing, program development and outreach.
- Completed 65-hour California state certification for domestic violence and sexual assault response.

SPECIAL CONDITIONS:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work additional hours, occasional evenings, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

SIGNATURES:

INCUMBENT: I have read this position description and understand its contents.

Incumbent Print name	Signature	Date
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SUPERVISORY: We certify that all statements on this form are complete and accurate.

Immediate Supervisor **Kirsten Vinther-Fanucchi, Associate Director of Safer**

Immediate Supervisor Print name and title	Signature	Date
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Dept Head/Director **Kari Mansager, Director of Wellbeing**

Dept Head/Director Print name and title	Signature	Date
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Dean/Vice President **Keith Humphrey VP Student Affairs**

Dean/Vice President Print name and title	Signature	Date
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HR USE ONLY		
Employee ID: _____	Request for:	Classification Information:
Position Number: _____	<input type="checkbox"/> Update Review for File	Approved Classification Title: Health Educator
Time-base: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 8147/1
<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R 02
Doc Coding: _____	<input type="checkbox"/> Replacement Recruitment	MPP Job Codes: _____ / _____ / _____
	Recruitment Number: _____	COI: Y / N
		Classifier Initials: LD Date: 6/25/24