



**POSITION TITLE:** Education and Training Specialist

**REPORTS TO:** Director of Education & Training

**JOB SUMMARY:** Under the direct supervision of the Director of Education & Training, the Education and Training Specialist will provide domestic violence trainings and educational sessions to local businesses, nonprofit organizations, churches, schools, health systems and providers, police and sheriff departments, and other community groups and individuals in the Tri-County area.

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### **I. Education and Training**

1. Conducts trainings and educational sessions with local businesses, nonprofit organizations, churches, schools, police and sheriff departments, and other community groups. Outreach area(s) can be specialized.
2. Participates in councils and other groups related to social services and community services to increase awareness of MSH and increase collaboration across agencies.
3. Facilitates law enforcement and DSS trainings
4. Facilitates in-service training to area police and sheriff departments regarding the services that MSH provides to victims of domestic violence in Tri-County area
5. Facilitates in-service trainings to health systems staff (primary care providers, hospital staff, nurses, social workers, etc.) regarding recognizing signs of abuse and services provided by MSH.
6. Facilitates Basic Volunteer training on an as-needed basis

### **II. Community Awareness**

1. Participates in speaking engagements, workshops, seminars and community events representing the organization in a knowledgeable and professional manner.
2. Coordinating and collaborating with community partners.

### **III. Grant Implementation**

1. Implements all grant-related tasks and responsibilities with accuracy and efficiency to the standards written in the grant.
  2. Completes detailed reports as required by the granting organization.
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### **Schedule**

- This position is typically Monday through Friday, 9am-5pm.
- There will be occasional evening and weekend hours.
- The position will be based in the office with opportunity to work from home and in the community.