



*Percy & Donna Malone*  
**CHILD SAFETY CENTER**

**Position Title:** Awareness Advocate  
**Reports To:** Executive Director  
**FLSA Status:** Exempt

**Position Description:** The Awareness Advocate is responsible for coordinating and providing outreach and education to community members, students, and professionals within the service area on the topic of child abuse. Education provided by the Percy and Donna Malone Child Safety Center includes child abuse and Center-related awareness presentations, professional development trainings, prevention education to children and adults, community outreach, and online awareness efforts through social media, newsletters, and PDMCSC's website.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned:

- Create new connections with community groups, schools, and partnering agencies within service areas
- Coordinate and provide education and training on relevant information pertaining to child abuse to community and religious organizations, partnering agencies, and universities
- Coordinate and provide prevention education to children within the service area in coordination with local school districts.
- Strategize and create engaging awareness content through online platforms including social media platforms, the organization's website, emails, and newsletters
- Participate in and coordinate community outreach events
- Research and develop new training and/or educational tools to expand and improve education provided by PDMCSC.
- Keep informed of current research surrounding child abuse issues via conferences, workshops, and research literature
- Participate in statewide CAC Prevention Education meetings as scheduled

**General Staff Responsibilities**

- Represent PDMCSC in center related activities
- Document and track data as appropriate
- Assist with direct services with clients as needed
- Perform other tasks and responsibilities as requested

**Education and/or Experience, Knowledge, Skills and Abilities:**

- Ability to communicate orally and in writing
- Ability to effectively present and educate large groups of children and other professionals on the topic of child abuse, prevention, and other related topics
- Ability to strategize and create engaging content across social media platforms



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- Strong organizational skills with the ability to coordinate with other agencies
- Sensitivity to child victimization and family systems
- Knowledge of community resources
- Knowledge of federal, state and local policies, procedures and regulations applicable to program areas
- Ability to establish and maintain effective working relationships
- **All employees will treat co-workers, volunteers, and others with respect and dignity.**

**Requirements:**

- Bachelor's Degree in Social Service, Criminal Justice, Communications, Education, or a related field is preferred; Two years of experience and/or other education will also be considered.
- Ability to travel and work independently
- Experience working with children/abuse cases preferred
- A willingness to be photographed and/or filmed for the purpose of creating Center-related content that engages community members in the work being accomplished at PDMCSC
- Clear criminal and child maltreatment history.
- Able to consistently pass random drug screens. All positions at PDMCSC are "Safety Sensitive Positions" meaning a person performing the duties of an employee at PDMCSC while under the influence of marijuana or any illegal substance may constitute a threat to health, safety, or handling of confidential information and is not allowed.
- Valid Arkansas State Driver's License, access to reliable transportation and required vehicle insurance.
- Willingness to occasionally work non-standard hours and over 40 hours per week if needed.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move heavy items.