



Bilingual Prevention Educator / Trauma Counselor
Full Time: 40 hours/week Exempt Status

About the Agency:

Rape Trauma Services (RTS) of San Mateo County strives to eliminate all forms of violence, with a special focus on sexual assault and abuse. Our scope of services includes a 24-hour crisis line, counseling, advocacy, accompaniment, self-defense training, and rape and other violence prevention education in schools. We strive to bring all of our services to populations who are underserved.

It is our strong belief that violence must be examined on an individual level (e.g., sexual abuse, rape) as well as a collective level (e.g., genocide, war), and in the context of societal inequities (e.g., sexism, racism, heterosexism). We also believe that violent behaviors by individuals as well as societal inequities perpetrated on a collective level are, at their core, about unhealed effects of trauma and ensuing cycles of violence.

We seek candidates who share our vision and philosophy including core beliefs such as (1) we all have been affected by violence and inequities; (2) healing from the effects of those experiences is a life-long process; and (3) commitment to one's healing is a key to our well-being, effective relationships with others, a healthy and equitable work environment, and meaningful political change.

Prevention Education Program – A Program Summary:

The Prevention Education Program is responsible for providing a variety of preventive and educational presentations to San Mateo County's middle and high schools, community organizations, and individuals affected by sexual abuse/assault. The major components of the program include the following:

- **Ending Cycles of Violence-A Personal Choice:** a series of interactive presentations for teens exploring the effects of trauma, cycle of violence, and healing process;
- **Rape and Violence Prevention:** interactive presentations designed to teach rape and violence prevention through exploration of issues such as gender socialization and cause of rape/violence;
- **Community Education:** presentations to community organizations on a variety of topics including RTS services, signs of trauma, and community resources;
- **Professional Trainings:** trainings for services providers and professionals in topics such as trauma basics, responding to disclosures, reporting protocols, and RTS services
- **Support for Family and Friends:** workshops and presentations for family and friends of sexual abuse/assault survivors;
- **Outreach to Under-served Communities:** collaboration with the agency's existing programs to conduct outreach to under-served communities in the county.

Prevention Education Coordinator Job Description: The primary tasks for this position include the following:

- Promotion, scheduling, developing and providing presentations to various sectors of the community including schools and community organizations.
- Coordination of all agency preventive and educational presentations.
- Rape and Violence Prevention Education: Provide interactive presentations on rape/violence prevention to county's middle and high schools.
- Provide Community Education presentations to community organizations on a variety of topics. Schedule and assign staff/volunteers to presentation requests.
- Training of Volunteer Educators: Develop and execute a training program to produce volunteer educators. Support and supervise volunteer educators.
- Monitoring Compliance with the Program's Funding Sources by tracking the number and types of presentations given each quarter. Compile accurate data and develop narrative descriptions of the program activities, goals, and needs for reports and proposals to funders.
- Direct Services: Share duties on the 24-hour hotline with other staff, provide in-person counseling, and other direct services such as accompaniment, advocacy, etc.
- Administrative and Operational Tasks: Perform administrative and operational tasks including routine chores and provide leadership as appropriate to contribute to the operation and growth of the agency.



Program-Specific Minimum Qualifications:

- Minimum of three years experience providing outreach, education, and/or program management
- Strong, dynamic public speaking and training skills
- Very strong interpersonal and communication skills, oral and written, including ability to listen, clearly state needs, compose documents, etc.
- Ability to develop and communicate a project plan effectively
- Ability to address crises and problem-solve effectively
- Ability to work under pressure, manage and meet deadlines
- Excellent organizational skills
- Ability to balance autonomy, accountability, and collaboration
- Interest in and commitment to developing or expanding trauma-focused counseling and advocacy skills
- Fluency in Spanish language
- Bachelor's degree or equivalent informal experience

General Qualifications:

- Appreciation of the agency's philosophical understanding regarding violence and oppression (outlined in the "About the Agency" section of this announcement)
- Commitment to the agency's efforts to be inclusive and make its services accessible to all people
- Commitment to one's own healing as key to working responsibly and effectively with others
- Commitment to developing trauma-focused counseling and advocacy skills
- Willingness to work flexible hours, including some weekend and evening hours
- Commitment to creating and maintaining a work environment that reflects the agency's mission and philosophy
- Commitment to contributing to the operation and growth of the agency by taking on administrative/operational tasks and providing leadership as appropriate
- Valid California driver's license, insurance, and reliable access to transportation

Salary/Benefits:

\$40,000-\$46,000 DOE yearly salary plus benefits, includes twenty days vacation/sick leave, healthcare, vision and dental. RTS is an Equal Opportunity Employer.

Application Process

Submit resume and a cover letter via email to jobs@rapetraumaservices.org

Please send all applications clearly labeled "Attn: Educator Applicant – (Your Name)". **The cover letter should address what you believe to be 3 key developmental challenges facing today's teens.** Your cover letter must be succinct and not exceed 1 page.

We strongly encourage individuals who can represent one or more underserved populations in San Mateo County (e.g., people of color, people who identify as gay, lesbian, bisexual, transgender, people with disabilities, immigrants) to apply. Position open until filled.