

**Center for Child Protection  
Job Description**

**Job Title: Bilingual Education Specialist**

**Supervisor: Director of Outreach and Education**

**Summary:** The Education Specialist provides prevention training in Travis County about child abuse identification, reporting, and prevention to youth-serving staff, parents, children, and the community at large. Responsibilities include coordination and presentation of pre-approved child abuse prevention and education curriculum and maintaining relationships with and outreach to area schools, organizations, and parent groups.

**Minimum Qualifications:**

- Bachelor's or master's degree in social work, education, human development, psychology, or related field, or 2-4 years of experience providing presentations in a professional setting
- Experience in public speaking and training implementation required
- Demonstrates a strong passion and commitment to prevent abuse and child welfare
- Two to five years of experience in family services support or community outreach/education
- Experience with child abuse and neglect signs and symptoms, reporting, and intervention systems, including Child Protective Services preferred
- Demonstrates commitment to team flexibility, professionalism, and critical thinking.
- Must have reliable transportation
- Bilingual English/Spanish required in both written and verbal communication

**Job Tasks:**

1. Coordinates and conducts various educational programs and training for the community, professionals, parents and caretakers, and students on prevention, identification, and reporting of child abuse and neglect.
2. Facilitates and scaffolds programs for diverse audiences of various sizes, backgrounds, ages, and abilities.
3. Networks, collaborates, and builds strong relationships with staff, volunteers, and community partners.
4. Participates in weekends and after-hours trainings, events and projects as needed
5. Cultivates and maintains relationships with area schools, childcare centers, and community organizations to support abuse prevention and child protection education.
6. Promotes, coordinates, and conducts regular community-at-large trainings that are open to the public.

7. Develops and updates educational materials used in outreach and educational training as needed.
8. Prepares, maintains, and updates records of all staff training, including evaluative responses, ensuring compliance with required training (i.e. Stewards of Children and MRT.)
9. Works with the Director of Outreach and Education, as needed, to develop and meet strategic goals for the department.
10. Assists with strategic planning on an ongoing basis to identify growth opportunities for further development of the Education Services Program by reviewing program progress, prospective outreach, and upcoming objectives.
11. Participates in continuing education to stay current with child abuse topics, and all aspects related to child abuse prevention, child development, body safety, and related content.
12. Assists in coordinating and executing all aspects of multidisciplinary training for Travis County Child Protection Team members and Center staff.
13. Stays current on new research, legislation, and community issues related to child/family welfare.
14. Represents the Center and speaks at community events, as requested.
15. Conducts Center tours, as requested.
16. Maintains a comprehensive knowledge of the mission, core values, and vision of the organization and the children's advocacy center model.
17. Attends monthly staff meetings, weekly supervision with the Director of Outreach and Education, and other community meetings as assigned.
18. Regularly travels and works independently in the field.
19. Performs other duties as assigned.

**FLSA**

Non-Exempt

**Physical Requirements:**

Reaching	Occasionally
Handling	Occasionally
Talking	Frequently
Hearing	Frequently
Near Acuity	Frequently
Vision Accommodation	Occasionally
Color Vision	Occasionally
Field of Vision	Occasionally

**Strength:**

Light Work - Lift up to 20 pounds occasionally

**Environmental Conditions:**

Noise: Moderate

**Work Situations:**

Direct/Control/Plan  
Influencing People  
Dealing with people  
Making Judgments/Decisions

**Equal Opportunity Employer**

This job specification does not imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as required by their supervisor.

CACTX designates Children's Advocacy Centers as an essential employer.