



**Unity 4Teens**  
*Education*

## Hispanic Unity of Florida

**Job Title:** Preventive Education Specialist  
**Program:** Teen Outreach Program  
**Reports To:** Youth FORCE Program Manager  
**Classification:** Non - Exempt  
**Schedule:** Monday - Friday / 8 am – 5 pm (some evenings and weekends as required)  
**Date Released:** July 2021

**Summary:** The Preventive Education Specialist (PES) is responsible for providing educational classes, orientation, and individual referral to youth participants to increase protective factors and decrease risk behaviors. The PES will follow the *Teen Outreach Program* designed for at promise youth. The PES will organize and facilitate various community service-learning activities throughout the year for students to learn the value of giving back to the community.

### Essential Duties:

- Conducts and/or co-facilitates weekly sessions at all middle school sites.
- Ensures each student participant is receiving appropriate information about prevention and other related topics following the outline provided by the program curriculum.
- Implements and/or co-facilitates the Teen Outreach Program (TOP) using the Teen Outreach Changing Curriculum.
- Provides and/or co-facilitate weekly meetings/sessions with 15 – 20 youth (11 – 15 years of age) of both sexes for the TOP program by grade level.
- Responsible for all aspects of WYMAN data base
- Facilitates and/or co-facilitates youth's reflections and expressions on individual and in a group setting.
- Implements and/or co-facilitate curriculum in a classroom setting for approx. 60 minutes per session
- Submits lesson plans one week in advance for the following week's meeting/session with students.
- Submits weekly attendance report at the end of each week for database updates.
- Recommends immediate referrals of youth identified with potential problems and risks to Success Coach, their immediate supervisor, and Program Manager.
- Partners and organizes with other community organizations for the Community Service-Learning Activities available in the community.
- Presents written proposals of possible community service-learning activities to PS
- Attends training courses and by weekly meetings with the Program Manager.
- Some weekends and evenings may be required.

**Communication:**

- Maintains proper and constant communication with the Success Coaches (SC) and Senior Program Manager to overcome any problem related to participants’ status or non-compliance. Provides information regarding non-compliance in writing to the SC and Senior Program Manager.
- Maintains proper and constant communication with Success Coaches (SC) and Senior Program Manager to inform of problematic situations about individual cases, providing facts and information to resolve the problem in a timely manner for the benefit of the participant.
- Demonstrates sensitivity and respect toward persons of different ethnic, cultural and socioeconomic backgrounds. Demonstrates respect toward Supervisor, program staff and school staff.

**Qualifications:**

- Bachelor’s degree in education or related fields
- A minimum of 1-2 year of classroom teaching experience (preferably with young adolescents ages 11 to 15)
- Community involvement and leadership
- Must possess good classroom management skills
- Excellent communication and presentation skills
- Excellent interpersonal skills
- Strong organizational skills, attention to details and ability to prioritize multiple tasks
- Ability to work effectively in a team environment, positive attitude, sensible to handle confidential information with maximum discretion and culturally sensitive.
- Computer literate (Proficient in Word, Excel, Outlook, and Power Point)
- Ability to travel independently with possession of a valid Florida driver’s license and
- Insurance

*Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

I have read my job description and understand my responsibilities.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice”.