



**Human Resources**  
**POSITION DESCRIPTION (HR 120)**

---

**CLASSIFICATION**

**TITLE:** Health Educator

**DEPARTMENT:** Campus Health & Wellbeing

**FLSA:** **Exempt**

**WORKING TITLE:** Prevention Specialist for Gender-Based Violence Initiatives

**INCUMBENT:**

---

**PURPOSE:**

The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and wellbeing by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations. Safer is a program that resides within Campus Health & Wellbeing and is the on-campus resource responsible for providing prevention education and crisis advocacy services related to gender-based violence. The role of this position is to provide leadership in identifying goals for and developing prevention programs for that campus that addresses long- and short-term campus prevention education needs. Incumbents coordinate, plan, design, implement, and evaluate prevention efforts with the goal to improve knowledge, attitudes and behaviors at Cal Poly and lower incidents of violence.

Under the general direction of the Assistant Director of Wellbeing, the Prevention Specialist for Gender-Based Violence Initiatives is responsible for leading and coordinating prevention education, outreach and early intervention efforts related to gender-based violence in a higher education setting. This includes topics of sexual assault, dating violence, domestic violence, stalking, sex trafficking and bystander intervention. The Prevention Specialist will implement evidence-based primary prevention strategies in partnership with campus and community partners, utilizing an intersectional social justice and public health approach. This position develops curriculum, content and materials for the campus community, through the development of presentations, educational seminars, strategic programs, and initiatives aimed to promote healthy relationships and lower incidents of violence. The Prevention Specialist will also oversee operational aspects of the Safer program including, but not limited to, supervising undergraduate and graduate student interns and student assistants, leading research and assessment efforts, providing input on university policies and protocols related to gender-based violence, represent Safer on various campus and community committees, budget management, training students, faculty and staff on prevention education, resources, policies and procedures concerning sexual misconduct, providing advocacy for survivors of sexual misconduct and building strong collaborative connections with on- and off-campus constituencies.

**DUTIES AND RESPONSIBILITIES:**

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

**ESSENTIAL JOB FUNCTIONS**

Daily

90%

- Coordinate the day to day operations of the Safer Program in collaboration with the Assistant Director of Wellbeing, the Campus Advocate and other campus partners.
- Assess needs, resources, and capacity for prevention programming.
- Plan and implement gender-based violence prevention programming; present material in large and small group settings to diverse audiences.
- Lead research, assessment and evaluation efforts for the program; analyze and report on trends and create reports to share findings.
- Compile quarterly and year-end reports that documents work on campus and in the community.
- Make university suggestions concerning best practices for sexual misconduct education and Title IX implementation.
- Assist in fundraising and development efforts.
- Identify potential grant opportunities.

- Coordinate large scale events.
- Create, coordinate and implement marketing and communication efforts including web content, printed collateral, press releases, campaigns, and promotional items.
- Provide information regarding available resources.
- Recruit students from academic departments for internship or work opportunities; establish Safer as an internship site for academic credit with various academic disciplines.
- Create onboarding protocols and training for new student staff.
- Supervise and evaluate student assistants and interns, providing student-centered mentorship and oversight.
- Identify training and development opportunities for staff; create supplemental training opportunities as needed.
- Provide high-level multi day training for staff during orientation and as needed throughout the academic year.
- Collaborate with faculty, staff and students to promote, develop and coordinate violence prevention education, create opportunities for faculty to incorporate Safer programming into the classrooms, increase their knowledge of gender violence, and promote healthy attitudes and behaviors.
- Serve as the department liaison to campus and community committees and agencies concerning gender-based violence including, but not limited to, the Gender-Based Violence Prevention Committee, SART Advisory Board, RISE and Stand Strong.
- Support the work of the Department of Justice Campus Program grant, including collecting data and serve as chair of the Prevention Education Subcommittee.
- Review existing policies, practices and organizational structure and propose changes as appropriate. Analyze the impact of programs and program changes.  
Provide lead work direction to professional staff.

**OTHER JOB FUNCTIONS**

As Needed

10%

- Perform other job-related duties and special projects as assigned
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

**MINIMUM QUALIFICATIONS:****EDUCATION AND EXPERIENCE:**

Bachelor's degree in an approved program in health education, or related health field with two years of progressively responsible health education experience.

**LICENSES, CERTIFICATES, DEGREES, CREDENTIALS:**

- Possession of a valid driver's license or the ability to obtain by date of hire.
- Current First Aid and CPR certification, or will obtain certification within first six (6) months of employment.
- 65 hour sexual assault and domestic violence crisis certification, or will obtain certification within first three (3) months of employment.

**REQUIRED QUALIFICATIONS (SKAs):**

1. Thorough knowledge of health education theories, research, and program assessment.
2. Thorough knowledge of planning, design, implementation, and evaluation of college-aged student health education programs.
3. Familiarity with gender-based violence prevention education, advocacy and consultation techniques.
4. Demonstrated ability to maintain a high degree of confidentiality consistent with applicable laws and regulations.
5. Ability to work well with college students, one-on-one and in groups.
6. Knowledge of social determinants of health, social justice intersections to overall wellbeing, identity development, societal and cultural roots of violence, intersectionality and systems of oppression.
7. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Ability to draft and compose correspondence and professional reports.
8. Thorough knowledge of English grammar, spelling and punctuation.
9. Excellent public speaking ability to both small and large audiences.
10. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
11. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
12. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
13. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

**PREFERRED QUALIFICATIONS:**

1. Demonstrated skills in an educational or higher education environment utilizing a customer-oriented and service-centered attitude.
2. Experience with public health, non-profit or social services agencies.
3. Demonstrated skills in marketing, program development and outreach.
4. Completed 65-hour California state certification for domestic violence and sexual assault response.

**SPECIAL CONDITIONS:**

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work additional hours, occasional evenings, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

**SIGNATURES:**

**INCUMBENT:** I have read this position description and understand its contents.

Incumbent Print name	Signature	Date
----------------------	-----------	------

**SUPERVISORY:** We certify that all statements on this form are complete and accurate.  
**Kara Samaniego, Assistant Director of Wellbeing**

**Immediate Supervisor**

Immediate Supervisor Print name and title	Signature	Date
---	-----------	------

**Dept Head/Director**

**Genie Kim, Director of Wellbeing**

Dept Head/Director Print name and title	Signature	Date
---	-----------	------

**Dean/Vice President**

**Keith Humphrey VP Student Affairs**

Dean/Vice President Print name and title	Signature	Date
--	-----------	------

<b>***HR USE ONLY***</b>		
Employee ID: _____	<b>Request for:</b>	<b>Classification Information:</b>
Position Number: _____	<input type="checkbox"/> Update Review for File	Approved Classification Title: _____
Time-base: _____	<input type="checkbox"/> Classification Review	Class Code/Range: _____
<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: _____
Doc Coding: _____	<input type="checkbox"/> Replacement Recruitment	MPP Job Codes: _____ / _____ / _____
	<b>Recruitment Number:</b> _____	COI:    Y / N
		Classifier Initials: _____ Date: _____