

**Pearl Crisis Center**  
**PO Box 42, Milaca MN 56353**  
**Office: 320-982-2901**  
**Safe Dates Coordinator/Teen Advocate**  
**Job Description**

Title: Safe Dates Coordinator/Teen Advocate

Status: Fulltime (32 hours per week)

- once fully trained, 24 hours will be in office and 8 hours worked from home

Location: Milaca, MN

Supervisor: Executive Director

Salary Range: DOQ

Safe Dates Coordinator/Teen Advocate: Provides direct support to area teens through personal advocacy, prevention education, group support and team building. Determines service needs according to established assessment procedures.

**Qualifications:**

1. Two years of related experience; or equivalent related experience.
2. Experience working with teens in and out of the school setting.
3. Basic computer skills, especially in word and excel processing.
4. Strong advocacy skills, including:
  - the ability to identify the teens' strengths and needs.
  - the ability to connect the teens to appropriate community resources.
  - the ability to respond to teens in crisis with appropriate interpersonal communication and intervention skills; and
  - knowledge of and skills with legal advocacy.
5. Ability to communicate effectively, both verbally and in writing.
6. Public speaking and group facilitations skills with ability to facilitate and monitor a teen task force.
7. Ability to collaborate effectively with the staff, volunteers, community agencies, and media, utilizing teamwork where appropriate.

8. The ability to do independent work with minimal supervision, to seek supervision as needed, and to work as a team member.
9. Good organizational skills amidst stressful situations.
10. The ability to work flexible hours when necessary.
11. Must possess a valid Minnesota driver's license and own a working vehicle.
12. A philosophy of non-violence and non-discrimination. The ability to deal with people of different economic and cultural backgrounds; acceptance of cultural, racial, religious, age, abilities, and same-sex relationships.

### **Duties and Responsibilities:**

- Required to complete a paid 40 hour domestic violence and sexual assault education course when available through MNCASA.
- Provide the Safe Dates Curriculum to area schools grades 7 through 12.
- Provide advocacy for youth victims of teen dating violence, exposure to in home violence, bullying and sexual assault.
- Administering pre/posttest and other surveys needed to fulfill grant requirements.
- Plan and attend community events to provide awareness of our youth programming.
- Ensuring appropriate data is collected through the curriculum.
- Provide support to TADA (Teens Against Dating Abuse) task force through digital apps.
- Build relationships with community supports such as schools, social services, county attorney, etc.
- Provide presentations once per year to the local schools where Safe Dates is provided on their school's specific data.

### **Ethical and Professional Behavior**

1. Comply with mandatory reporter and client confidentiality criteria as defined by law.
2. Maintain a respectful, non-judgmental demeanor towards victims of violence and their children and everyone with whom we work.
3. Participate in goal setting for Pearl Crisis Center and exhibit open communication and teamwork with other staff members.
4. Attend relevant meetings which are in accordance with the project and the mission of Pearl.
5. Maintain accurate documentation and notes that are pertinent and factual to each individual case.
6. Facilitate support/education groups for teens.

7. Make mandated reports to child protection in all child abuse cases.
8. Maintain accurate statistical data and documentation to complete grant goals and objectives.
9. Complete grant reports in a timely manner and submit to appropriate funders and community members.
10. Provide presentations/curriculums to the schools, community, and organizations on teen dating violence.
11. Provide support and direction to teen task force.
12. Provide advocacy and support to teen victims of violence.
13. Other duties as assigned by the Executive Director.

Please send resume to:

Pearl Crisis Center  
ATTN: Judy Pearson  
PO Box 42  
Milaca, MN 56353

OR

Email: [jpearsonpcc@gmail.com](mailto:jpearsonpcc@gmail.com)

For more information or questions please call Judy Pearson at 320-982-2901.

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