



Positions Available

Ben Hill County Abstinence Education Program Sexual Risk Avoidance Abstinence Educator



A partnership with The Ben Hill County School District and Communities In Schools (CIS)

One Full-Time Position at Ben Hill Middle School One Part-Time Position at Fitzgerald High School

Effective: August 7, 2017

Overview: Responsible for the coordination and implementation of the Ben Hill County Abstinence Education Program. Schedule and facilitate abstinence education curriculum and positive youth development activities through the Ben Hill County Abstinence Education Program. Additional responsibilities will include assisting with parent and community education. Collaborate with school staff to make appropriate linkages to needed academic, physical or social services to children in need. Successfully match and retain volunteers with students for identified program needs.

Qualifications: Bachelor's degree or demonstrated relevant equivalent experience in education, social work or related field. Experience in working with school-age children. Ability to work with people of diverse cultural backgrounds. Effective written and verbal communication skills. Willingness and ability to tutor students. Familiarity with local health and human service agencies. Flexibility, resourcefulness, enthusiasm and high energy. Must have a valid driver's license and automobile insurance. Criminal background check required.

Salary: \$18 - \$25 per hour based on experience

Terms of Employment: 2017-2018 school calendar

Application Requirements: Submit a cover letter and resume to bgay@cisga.org or mail to CIS, PO Box 362, Fitzgerald, GA 31750

Application deadline: August 25, 2017 or until positions are filled.

The Ben Hill County School District is an Equal Opportunity Employer. It is the policy of the BHCS D not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

The Ben Hill County Abstinence Education Program is a partnership between Communities In Schools of Fitzgerald-Ben Hill County and the Ben Hill County School System and is supported in part by the Georgia Division of Family and Children Services through state funds from the Georgia General Assembly and federal funds from the Title V Abstinence Education Grant from the U.S. Department of Health and Human Services, Administration on Children and Families, Family and Youth Services Bureau. The position is dependent on the continuation of grant funding.

Ben Hill County Abstinence Education Program Sexual Risk Avoidance Abstinence Educator Job Description

General Duties

Responsible for the coordination and implementation of the Ben Hill County SRA Abstinence Education Program. Schedule and facilitate abstinence education curriculum and positive youth development activities through the Ben Hill County Abstinence Education Program. Additional responsibilities will include assisting with parent and community education.

Specific Duties

Abstinence Education & Positive Youth Development

Coordinate, schedule and facilitate abstinence curriculum and positive youth development activities to the target group of students. Collaborate with school staff to make appropriate schedules needed to reach all students with the abstinence curriculum and positive youth development activities.

Student Services

Collaborate with school staff to make appropriate linkages to needed academic, physical or social services to children in need. Successfully match and retain volunteers with students for identified program needs.

Data Collection/Evaluation

Ensure that all paperwork is current and that students' profile folders are complete. Provide requested data at specified times to executive director (monthly to the board of education and CIS board of directors' meetings, and annually to CIS state and national offices). Gather, enter and analyze student and family data for individual and programmatic evaluation.

Staff Relations

Report to CIS Executive Director. Work collaboratively with all CIS staff to maintain a positive CIS image. Understand and demonstrate the mission and goals of CIS. Provide sufficient program information to executive director to provide CIS board with overview of daily responsibilities.

Relationship to School, Community and Volunteers

Provide feedback to school staff, board of education, the CIS team and other resource agencies involved in collaborative services. Create and distribute newsletters about program accomplishments to volunteers and community partners. Present the CIS mission, vision, and initiatives within the community. Provide networking opportunities for volunteers and community partners. Provide leadership in securing community resources beneficial in meeting students' physical and academic needs. Successfully recruit, train and retain community volunteers. Provide overall scheduling and coordination of volunteer/student relations. Serve as a communication conduit for gathering/ exchanging information.

Professional Development

Attend trainings and conferences related to the grant and participate in CIS state and national meetings and trainings as appropriate, with emphasis on program development, technology and data collection/evaluation.

Qualifications

Bachelor's degree or demonstrated relevant equivalent experience in education, social work or related field. Experience in working with school-age children. Ability to work with people of diverse cultural backgrounds. Effective written and verbal communication skills. Willingness and ability to tutor students. Familiarity with local health and human service agencies. Flexibility, resourcefulness, enthusiasm and high energy. Must have a valid driver's license and automobile insurance. Criminal background check required.

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