



PROGRAM EDUCATOR I

DEPARTMENT: YAFW

REPORTS TO: Program Manager

CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

The Program Educator I provides and conducts weekly kinship and/or non-relative foster parent training groups that will be videotaped for training and analyses with supervisory staff. The position includes participation in training, consultation, and supervision with CASRC (Child/Adolescent Services Research Center) and the Program Manager.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Attend and participate in required meetings and trainings
- Implement curriculum with fidelity
- Understand and adhere to program evaluation plan and comply with evaluator requests
- Meet assigned scope of service and maintenance of case files, and accurate and timely submissions of required reports
- Supervise and manage a full time caseload; Provide evidence based groups
- Provide client advocacy and follow-up (completion of weekly PDR's)
- Recruit and schedule participants if needed
- Provide case management services as needed

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelors in Social Work, Psychology, Education, or related field; or commensurate experience
- Experience working with Child Welfare Workers, foster children, and foster parents
- Prior experience in conducting group sessions
- Prior research or intervention project experience required
- Access to reliable transportation and willing to use it for job-related tasks
- Have a driving record that complies with SAY Driving Policies

KNOWLEDGE, SKILLS AND ABILITIES:

- Bilingual in English/Spanish preferred
- Ability to work with a special population with a broad range of cultural and socio-economic backgrounds
- Ability to accurately record significant information
- Excellent communication skills required
- Willingness to adhere to behavioral principles used in parent management training



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WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.