



# CAT PLUS RTR INSTRUCTOR

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**DEPARTMENT:** YFCS

**REPORTS TO:** Program Coordinator

**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** Full-Time, 40 hrs

**PAYRATE:** D.O.E.

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## **POSITION PROFILE:**

The CAT Plus RTR Instructor is accountable to the Program Coordinator. Responsible for implementing the Reducing the Risk (RTR) and other evidence-based teen pregnancy prevention curriculum, conducting outreach as necessary.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Implement the RTR curriculum with fidelity in a group setting to youth ages 13-17 years.
- Perform school visits as part of the client assessment and case planning process.
- Coordinate and participate in outreach events, to include outreach activities within the community and schools.
- Provide case management services to youth and their families, as needed.
- Provide client advocacy and follow-up as needed.
- Remain culturally sensitive and respectful in all client, staff and community interactions.
- Attend and participate in required meetings and trainings.
- Meet assigned scope of service and maintenance of case files, and accurate and timely submissions of required reports.
- Maintain data collection and contract compliance of records as required.
- Assist Program Coordinator in the monitoring of contract compliance and in the writing of quarterly and annual reports.
- Participate in ongoing supervision to strengthen professional skills, communicating any successes or issues have experienced with clients, community, and internal to the agency.
- Perform other tasks as assigned by the Program Coordinator.

## **QUALIFICATIONS (Education, Experience and Certifications):**

- BA or BS degree in Social Work or related field.
- One year of related experience in case management and direct client service.
- Valid CA Driver license.
- Must have access to reliable transportation and be willing to use it for job-related tasks.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and experience working with diverse cultures.
- Ability to manage multiple demands and prioritize when needed.
- Strong communication and relationship-building skills.
- Knowledge of relevant resources within the community.



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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.*