



PROGRAM EDUCATOR I

DEPARTMENT: YFCS

REPORTS TO: Program Coordinator

CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

The Program Educator provides group services to youth in juvenile probation detention and field services programs. This position is to provide group counseling and psychosocial and substance abuse education.

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 follow up as needed.
- Recruit and schedule participants if needed.
- Administrative responsibilities including caseload distribution, client assignments, contract coordination and accountability services as assigned.
- Provide case management services as needed.
- Maintain accurate and updated case files and compile statistics monthly.
- Maintain accurate knowledge about the agency, its programs and services.
- Accurately represent the agency to and maintain positive working relationships with the general public, clients, funding sources, government bodies, etc.
- Utilize appropriate opportunities to pursue positive public relations for the agency.
- Other tasks as assigned by the Program Coordinator.
- Provide client advocacy and follow-up.
- Communicate positive and negative feedback from the community through your supervisor to management.
- Have and maintain positive and supportive relationships with coworkers.

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's Degree in Social Work, counseling or related field.
- One year of experience working with youth.
- Direct experience/expertise in working with youth involved with the juvenile justice system, substance abuse, gang activity and child abuse.
- Experience in providing casework/case management and group services.
- Experience using spreadsheets, database and word processing software.



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- 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:

- Knowledge and experience working with minority populations.
- Competency in maintaining accurate and detailed records.
- Effective oral and written communication skills.
- Ability to meet deadlines and manage multiple priorities.
- Capable of working independently and responsibly.

WORKING CONDITIONS:

ENVIRONMENT: Office and client home settings. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. Job could include minimum to high intensity noise level based on whether conducting groups, one-on-one or trainings.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. 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.