



PROGRAM EDUCATOR

DEPARTMENT: Youth, Adult, and Family Wellness
REPORTS TO: Program Manager
CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hrs
PAY RATE: \$19.00 per hour

POSITION PROFILE:

The Program Educator provides direct services to families, focusing on financial empowerment and self-sufficiency.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Maintain a full-time caseload and provide referrals and follow-ups as needed
- Implement Your Money, Your Goals curriculum
- Perform home visits with flexibility and attention to client's schedule
- Meet assigned scope of service, maintenance of case files, and compile monthly statistics
- Attend and participate in meetings and trainings per contract and agency requirements
- Conduct enrollment and assessment services to include interviewing, financial goal setting and financial planning
- Communicate positive and negative feedback from the community through your supervisor to management

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's Degree in Social Work, or related field
- Bilingual English/Spanish required
- Previous experience working with low income families and promoting self-sufficiency
- Experience using spreadsheets, database, and word processing software
- 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:

- Competency and experience in working with diverse cultures
- Knowledge of relevant resources within the community
- Competency in maintaining accurate and detailed records
- Capable of working independently and responsibly
- Effective oral and written communication skills
- Ability to meet deadlines and manage multiple priorities

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. SAY San Diego is continuing



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to monitor state and federal guidelines related to COVID. At the time of hire, the position may require temporary telework.

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.