



PROGRAM EDUCATOR I

DEPARTMENT: YAFW

REPORTS TO: Senior Program Manager

CLASSIFICATION: Non-Exempt

OF HOURS: Part-Time, 16 - 20 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

The Program Educator I will be working with the CAT Plus (Teen Pregnancy Prevention) Program. Will be responsible for implementing the Reducing the Risk (RTR), Positive Prevention Plus (PPP), and other evidence-based teen pregnancy prevention curriculum, conducting outreach as necessary.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Implement curriculum with fidelity in a group setting to youth ages 13-17 years.
- Coordinate and participate in outreach events, to include outreach activities within the community and schools.
- 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.
- Perform other tasks as assigned by the Program Manager.

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's 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.
- Bilingual English/Spanish is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of sexual health and teen pregnancy prevention.
- Ability to facilitate groups.
- 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.

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.



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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.