



PROGRAM EDUCATOR I

DEPARTMENT: YAFW

REPORTS TO: Program Director

CLASSIFICATION: Non-Exempt

OF HOURS: Part-Time, 4 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

The Program Educator is directly responsible to the Program director. This position facilitates groups to a juvenile justice population at Reflections Day Treatment. The Program Educator provides group counseling, psychoeducation, and substance abuse education.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Attend and participate in required meetings and trainings.
- Provide evidence based groups and implement curriculum with fidelity.
- Provide case management and follow up services as needed.
- Maintain accurate and updated notes and compile statistics monthly.
- Other tasks as assigned by the Program Director.

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's Degree in Social Work, counseling or related field.
- 1 year experience working with youth.
- Knowledge and experience working with minority populations.
- 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.
- 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 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 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



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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.