

Organization: **Youth & Family Services (YFS)**

Department: **Stronger Family Program**

Position: **Adult Educator**

Status: **Full-Time**

Reports to: **Stronger Family Program Manager**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees in a full-time status are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Minimum Bachelor's Degree in Human Services or related field. Transport adults and children as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. Strong computer, oral and written communication skills. Valid driver's license and maintain current auto liability insurance. Experience networking with other agencies and service providers. Ability to work with people of all backgrounds. Punctuality, dependability and flexibility.

Essential Functions:

- Inform, advise, and encourage families and couples with opportunities available within the program and/or connecting them with other community resources.
- Demonstrate professionalism, courtesy, and commitment to team(s) by routinely sharing office tasks, including phone calls from and routing of new and existing clients, class preparation, and documentation.
- Conduct in-take assessments to fully understand the needs and economic level of participants and any barriers to successful program completion.
- Communicate with Intake & Support Specialist, Family Support Coaches, and other Educators on participant needs to increase successful program completion through appropriate and allowable supports.
- Provide relationship skills building with participants through coordinating, scheduling, and facilitating primary and/or secondary workshops in a group format.
- Demonstrates knowledge of adult learners, as evidenced by delivery of professional and engaging workshops that build client skills, comprehension, self-worth, and other growth opportunities.
- Assist with recruitment activities as requested to ensure target populations are reached.
- Create, develop, and maintain strong relationships with partnering agencies and businesses.
- Preserve confidentiality of referral information and requests for assistance.
- Implements all programming with fidelity to the curricula and in compliance with regulatory and funding requirements.
- Assist with data collection, including applicant characteristics, performance measures, local evaluation measures, and stories.
- Enter classes, attendance, participation, service contacts, referrals, incentives, and program supports in nFORM. Retain and submit backup documentation to Data Manager as needed.
- Assist with or submit required reports and success stories to supervisor as requested.
- Coordinate and participate in special events to promote SFP and other YFS services to community members as approved by SFP Program Manager.

Additional Functions: Serve as a member of the staffing team to assess the education, health, nutrition, family services, economic, and disability needs of each participant. Attend meetings of community agencies that act as resources for families in need. Attend YFS staff meetings and trainings as requested by supervisor. Support all activities, programs, and services of YFS. Provide training to staff as requested by supervisor. Perform all other tasks as directed by supervisor. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS.

Environmental Functions: Must work flexible hours, including nights and weekends. Ability to lift up to 50 lbs. Must be able and willing to meet travel needs of position.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email: yfshr@youthandfamilyservices.org

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call our HR Team at 605-342-4195!