

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

Department: **SFP**

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 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, discounts at select local businesses and more! Click [here](#) to view a copy of our Benefit Synopsis.

**Minimum Qualifications:** Minimum Bachelor's Degree in Human Services or related field. Transport 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 socioeconomic and cultural 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.
- Integrate Stronger Family Program education in appropriate YFS programs.
- Research economic mobility opportunities.
- Coordinate job readiness placement, and enhancement opportunities.
- Provide job coaching to participants after they are placed with partnering businesses.
- Conduct in-take assessments to fully understand the needs and economic level of participants.
- Provide relationship skills building with participants.
- Conduct one-on-one, direct, and case management services.
- Participate in transitional and other staffing as required or requested.
- Coordinate recruitment activities with staff to ensure target populations are reached.
- Advocate for parent(s) and act as liaison between family and agencies.
- Create, develop, and maintain strong relationships with partnering agencies and businesses.
- Preserve confidentiality of referral information and requests for assistance.
- Maintain fidelity of the program.
- Assist with data collection, including applicant characteristics, performance measures, local evaluation measures, and stories.
- Enter program operations, enrollment, and participation data in nFORM as needed.
- Assist with preparation of quarterly reports to ACF.
- Serve as SFP initial point of contact for all technology related services for staff and clients, including trouble shooting, inventorying items and referring to YFS IT staff as needed.

**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. Cultivate and maintain community resources to assist program participants. 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

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 HR Team at 605-342-4195!**