A PROUD AFFILIATE OF OIC OF AMERICA

JOB DESCRIPTION

Youth Career Development Specialist

About the position

This position works primarily with at-risk youth (up to age 24) who are seeking career services such as job readiness skills, employment or work experience, career training, mentorship, leadership development, and/or educational programs (i.e. GED, tutoring assistance), as well as interfacing with other schools, employers, and service providers. The position requires individuals to work with staff on special assignments, organize special events, and participate in other functions hosted by the organization. Additional responsibilities consist of case management, data entry, collecting documentation, monitoring progress, as well as, meeting contractual obligations (enrollments, placements and retention) in a timely fashion that are essential to the success of the clients and JobTrain. Occasional evening and weekend availability is required as is travel within the county.

Key Qualifications

- Experience working with young adults, immigrants, and low income populations from diverse socio-economic, cultural, and ethnic backgrounds and have a strong passion to help empower individuals to make positive changes in their lives.
- BA/BS from an accredited college or university with a major in counseling or other human services fields is preferred.
- Experience in State or Federally-funded employment and training programs or related social services agencies is preferred.
- Excellent written, verbal, organizational, and interpersonal communications skills and be detail-oriented.
- Bilingual English/Spanish is a plus.

Administrative Duties and Responsibilities

- Ability to understand Workforce Innovation Opportunities Act (WIOA) policies and procedures in accordance with Federal, State and local regulations: Case management, eligibility, registration, counseling, enrollment, completion, and exit. Follow-up services are also provided**.**
- Manage an active caseload; maintain participant records; complete a variety of employment and training documents accurately, and in a timely and auditable manner.
- Assess students' skills, aptitudes, and interests using information from school records, test scores, career interest profiles, and other relevant instruments to help them successfully attain program objectives, including completion of JobTrain's classes, service learning opportunities, internships, and paid employment.
- Interview and evaluate readiness status of young men and women for enrollment into education, employment & training programs. Refer to testing center when needed.
- Coordinate outreach and marketing for all youth programs and work alongside Youth team to implement programs and ensure enrollment.
- Monitor progress of youth in program components and facilitate/coordinate access to necessary supportive services, referrals, and community resources.
- Maintain and update detailed student files, and accurately record program data (printed and electronic) in compliance with programmatic and funding requirements.
- Collect student/program information and compile it into required formats for programmatic, statistical, and other reports.
- Attend staff meetings, partner meetings, and training sessions as required.

- Produce monthly reports detailing efforts in job development, referral, and placement.
- Participate in recommended training programs, conferences, courses and other aspects of professional development.
- Develop and maintain employer relationships; contact employers to develop direct placement and on-the-job training positions.
- Represent JobTrain at events and speaking engagements promoting vocational training programs and services.
- Make recommendations for improving job development services.
- JobTrain reserves the right to add other duties as assigned.

Compensation and Eligibility: Salary DOE; JobTrain offers a competitive salary; medical and dental benefits; a 403b retirement plan with company match; life insurance; and paid time off. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 Instructions). JobTrain may require the successful candidate to undergo a background check before employment is offered. JobTrain is an equal opportunity employer.

How to Apply: Please send a cover letter and résumé to info@jobtrainworks.org.