

Employment Opportunity

Youth Training and Employment Specialist

General Statement of Duties

Performs case management functions, and performs other tasks associated with the recruitment, assessment, training, and placement of at risk youth in a multi-county area.

Distinguishing Features of the Class

Employees in this class are responsible for a variety of workforce development programs and activities including recruitment, intake, assessment, eligibility determination, case management, enrollment, counseling, education/employment placement, and follow-up of program participants and making referrals to other county service agencies if applicable. Employees are involved in intensive case management, youth employment, and youth programs under the Workforce Investment Act. Employees ensure continuity and complete services are provided to the youth by assessing their needs. Work requires the employee to utilize tact and firmness in dealing with difficulties generated by the participant and or family. Work is performed in an administrative environment and off site as needed. Work is performed under the general supervision of the Northeastern Workforce Development Director and the position is supervised by the Youth Program Coordinator.

Duties and Responsibilities

Essential Duties and Tasks:

- Meets individually with youth to develop and Individual Education/Employment Plan and assists with locating appropriate services to meet the plan objectives.
- Performs assessments of youth including administering and interpreting of career and aptitude inventories and testing for math and reading skills. Assessment includes interview sessions.
- Identifies potential employers and develops work site agreements, contracts or related documents; conducts follow-up and evaluation of participant placements to provide counseling and problem-solving for clients and employers; assists clients with transportation and other basic needs.
- Assists clients with development of training needs and career plans; assists with identification of courses, class scheduling, job placement, etc.
- Participates in marketing and public education for the youth programs.
- Works closely with contracted Youth Service Providers to ensure federal, state and local performance standards are met.
- **Additional Job Duties:** Performs related duties as required and assigned by the Youth Program Coordinator

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Considerable knowledge of the Workforce Investment Act including all applicable policies and procedures.
- Knowledge of case management, career counseling, and employment training and placement practices and procedures.

- Knowledge of the geographic, economic, and social characteristics of the service delivery area. Knowledge of available services within the service delivery area.
- Knowledge of the application of information technology and ability to use it in daily programming.
- Ability to establish and maintain effective communications with participants, program staff, employers, training professionals, businesses, contractors, and the general public.
- Ability to work with clients collaboratively and to apply creativity and effective problem-solving, facilitation and mediation skills that address barriers to the youth's success.
- Ability to proactively market programs to the public and recruit individuals to participate in the programs.
- Must be able to think critically and make independent decisions.
- Ability to accurately prepare and maintain a variety of records and reports.
- Must be computer literate-Microsoft Office and Web based programs

Physical Requirements:

- Must be able to physically perform the basic life operational functions of fingering, talking, hearing.
- Must be able to perform sedentary work and exert up to 10 pounds of force occasionally.
- Must possess the visual acuity to perform extensive reading, administrative, and computer work.

Desirable Education and Experience:

Masters degree in Counseling or related field and B.A. from an accredited college or university with a degree in human services, human resource management, psychology, business, or social work and some related experience; or an equivalent combination of education and experience.

Special Requirement:

Possession of a valid North Carolina driver's license.

To apply submit your:

- Completed Albemarle Commission's Job Application
- Resume
- Cover letter-no templates please
- Name and telephone # for 3 professional references

Mail to:

P. Bo
Albemarle Commission
PO Box 646
Hertford, NC 27944

No telephone inquiries, please.

Equal Opportunity Employer/Program. Auxiliary aid and services available upon request to individuals with disabilities.

Learn more about the Albemarle Commission and find more job postings at www.albemarlecommission.org.