

**Job Summary:**

The job of Youth Development Specialist is done for the purpose/s of assisting Tulare County economically disadvantaged youth, ages 14 - 21, in obtaining their educational or employment goals. The incumbent of this position is responsible for managing a caseload and providing SEE services to youth or connecting the youth to the appropriate organizations. This includes marketing SEE services, being responsible for outreach of potential clients, counseling youth on educational and employment goals, coordinating access to appropriate services, and providing follow up services. This job reports to the SEE Employment Supervisor.

**Essential Functions:**

- ▶ Collects/organizes/analyzes information about individuals from records, test, interviews, and professional sources for the purpose of appraising participant interests, needs, aptitudes, abilities, and personal characteristics for service planning.
- ▶ Communicates with school district personnel for the purpose of ensuring that the participants' educational needs are met.
- ▶ Compiles/analyzes occupational, educational and economic information for the purpose of carrying out vocational and educational objectives.
- ▶ Completes/submits Management Information System (MIS) documentation for the purpose of ensuring enrollment and completion of program services.
- ▶ Conducts follow ups through correspondence, phone conversations, or home visits for the purpose of ensuring participant needs are met and files are managed accurately.
- ▶ Identifies work sites for the purpose of providing work experience for the participants.
- ▶ Develops/maintains Individual Services Strategy (ISS) Plans for the purpose of planning and strategizing the best course of action for meeting the goals of the participants.
- ▶ Develops/maintains/submits reports for the purpose of tracking enrollments, exits, training wages spent, etc. to ensure program goals are met and performance standards are achieved.
- ▶ Facilitates field trips and educational and recreational activities for the purpose of exposing youth to a variety of educational and leadership activities.
- ▶ Facilitates orientations and work-readiness workshops for the purpose of ensuring that participants obtain necessary information and learn work readiness skills.
- ▶ Keeps informed on occupational, local labor market information program requirements, and regulations for the purpose of providing the best possible service to participants.
- ▶ Maintains case management files and tracks participants' progress in the program for the purpose of documenting contacts with participants, employers, school district personnel and other partners.
- ▶ Markets youth program services to youth, community, employers, other service providers and school district personnel for the purpose of ensuring program goals are met and performance standards are achieved.
- ▶ Monitors youth attendance in schools for the purpose of ensuring that youth achieve their educational goals.
- ▶ Performs outreach and recruitment efforts for the purpose of ensuring enrollment goals are met.
- ▶ Prepares correspondence and work experience agreements for the purpose of communicating with the youth, school district personnel, employers, and other organizations.
- ▶ Refers participants to other resource and service providers for the purpose of ensuring that participants access available services.
- ▶ Serves as a liaison between participants and other service providers for the purpose of ensuring that necessary services are accessed by participants.
- ▶ Writes comprehensive case notes for the purpose of documenting participant progress.

**Skills, Knowledge and/or Abilities to:**

- ▶ **Skills to:**
  - bilingual skills preferred;
  - operate computers;
  - communicate effectively both verbally and in writing;
  - manage participants' cases;
  - read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Write reports, business correspondence and respond to questions from groups of manager, clients, customers, and the general public.
- **Knowledge of:**
  - Workforce Investment Act (WIA) regulations;
  - CalWORKS, TANIF, and Employment Development Department (EDD) clientele;
  - public relations and marketing;
  - school District operations;
  - labor Market and private industry.
- **Ability to:**
  - deal with problems involving several concrete variable in standardized situations;
  - work effectively with the community, school districts, other organizations, and the private sector;
  - counsel youth on importance of education, goal setting, and career explorations;
  - apply common-sense understanding to carry out instructions furnished in written, oral or diagram form.

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 60% sitting, 10% walking and 30% standing. The job is performed under minimal temperature variations.

**Experience Required:**

- ▶ Job related experience within specialized field is required.

**Education Required:**

- ▶ Community college and/or vocational degree with study in job-related area.
- ▶ Bachelors degree in job related area is preferred.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA:** Non Exempt

February 2004

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in

the United States in compliance with the Immigration Reform and Control Act.