

POSITION TITLE: YOUTHBUILD WORK READINESS CASE MANAGER

PROGRAM: YouthBuild

CLASSIFICATION: Case Manager 1

STARTING RANGE: \$27,327 – \$32,252 DOQ

FLSA CLASS: Exempt

FTE STATUS: 1.0 – (Full-time)

REPORTS TO: YES Program Director



QUALIFICATIONS: The Incumbent for this position must possess: A BA or BS in Business or Education AND two years' experience working with at-risk youth ages 17-21, preferably in case management; OR, A BA or BS in Social Work, or closely related field, WITH two years' experience working in vocational retraining or career development with at-risk youth ages 17-21; Additional requirements include: Experience supporting at-risk youth entering into employment or post-secondary education OR experience supporting youth in career development and exploration; Experience in networking and community partnership building; The ability to establish rapport and relate sensitively to a multiracial and multicultural group of youth; The ability to work comfortably with at-risk youth in both group and individual settings; The ability to handle confidential materials in a professional manner; A good driving record with six years driving experience; A valid Washington State Driver License; Reliable transportation; Personal auto insurance levels at, or above, \$100,000 combined single limit liability; The ability to pass an extensive background check with no history of conviction or perpetration of child abuse or physical harm to another person. Preferable skills include experience planning and teaching curriculum or vocational training for students ages 17-21; Experience in partnership with educational institutions, and experience in case management.

JOB DESCRIPTION: This position performs case management services in support of at-risk youth who have dropped out of school. The main focus of the position is to support participants in exploring career options, and gain relevant employable skills as they participate in construction projects that provide affordable housing within the community participants, and achieve their high school diplomas or GEDs. This position also provides ongoing support, advocacy, and guidance to participants to assist them in dealing with their personal, legal, and social service needs, especially those that interfere with their ability to meet the program requirements and their personal goals. Additionally, this position will work closely with the entire staff to build the youths' leadership skills. Duties for this position are mainly performed at the New Market Skills Center and out in the community.

RESPONSIBILITIES AND RELATED TASKS:

A. Supporting participants' goals related to career and educational development

1. Facilitate workshops on subjects such as job searching, interviewing, job culture and resume writing
2. Build partnerships with construction-related businesses and local unions
3. Remain current and familiar with local construction apprenticeship programs and opportunities
4. Establish relationships with community colleges and local four-year institutions of higher education keeping current with processes and prerequisites for admission

Initials

Date Received

5. Provide opportunities for participants to meet with individuals that recruit for and work in industries relevant to their desired career path
6. Provide guidance, opportunities and resources for career exploration with an emphasis on high-demand occupations
7. Work closely and regularly with each participant to help them establish, plan and meet career goals
8. Collaborate with instructional staff to support participants in establishing, planning and meeting their educational goals
9. Co-teach an educational curriculum surrounding employability skills for workforce preparation

B. Providing Leadership Development opportunities:

1. Role model engagement in the community and provide opportunities for participants to gain skills in active engagement
2. Develop a youth policy committee that will actively take on program leadership roles
3. Establish a leadership development curriculum that allows for intentional opportunities for participants to practice leadership skills
4. Provide training in skills such as group facilitation, public speaking, decision making, fundraising, networking and lobbying
5. Build partnerships with community programs, businesses, and individuals to connect participants with individuals in the community who can help them meet their goals

C. Providing day-to-day group and individual positive development

1. Provide linkages and established referral systems with community services and resources
2. Help build group spirit among the diverse group of participants
3. Assist in resolving day to day problems within the program and among participants
4. Be a positive ally for all participants
5. Offer planned recognition or award ceremonies and events
6. Assist the instructional staff when needed
7. Participate in regularly held staff meetings and case reviews
8. Build and maintain solid relationships with those students in follow-up, offering support for their continued success after program graduation

D. Recruiting and selecting quality program participants

1. Participate in the outreach and recruitment of new participants
2. Complete intake assessments with all eligible applicants to determine if their motivation, commitment and basic skill levels make them a good fit for the program
3. Collaborate with the YouthBuild team to provide a three week-long orientation to the program to evaluate and select eligible applicants

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E. Responsible for program performance measure progress, evaluation and reporting

1. Document services provided in participant files
2. Maintain data on attendance, retention and other performance measure requirements
3. Input data into the Management Information System (MIS)
4. Distribute satisfaction surveys and other tools to help determine program success

F. Staff Development

1. Attend all staff meetings in order to contribute to program issues and update on agency issues
2. Meet with supervisor on a weekly basis to maintain timely communication, ongoing training and professional development
3. Attend scheduled in-service training in order to develop professional skills

G. Other

1. Meet with supervisor on a regular basis in order to review performance and job descriptions
2. Be a flexible member of the agency's team in order to accomplish the overall agency goals
3. Use personal or agency vehicle to perform agency business
4. Perform other duties as assigned

Printed Name

Signature

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