

## **RochesterWorks! Career Center**

### **Job Title**

Youth Career Services Specialist – Goodman Street

### **Role Description**

Provide career counseling and comprehensive assessment services to Youth ages 14–24 to determine program eligibility. Make appropriate referrals to Career Center Adult Services and or WIOA Youth Navigator Services. Provide liaison services to the six funded Navigator agencies to provide training services to eligible WIOA Youth. Make referrals to appropriate community stakeholders. Provide program oversight for the Summer Youth Employment Program with the supervision of summer program monitors.

### **Major Responsibilities – WIOA**

- Assesses youth customers for program eligibility and make referrals to Navigators, Career Center Adult Services (WIOA Adult/DW, Vet, TAA.) or other community partners.
- Validates data elements required for applicable program and registration level and documents appropriately in the One Stop Operating System (OSOS.)
- Provide technical assistance and training to the 6 funded Navigator Agencies.
- Collaborates with RochesterWorks system partners and community agencies to deliver appropriate WIOA youth services that will foster the participation of eligible local area youth.
- Stays current regarding occupational, educational, and labor market information to assist customers in determining and carrying out vocational and educational objectives.
- Works with staff and management as a team to meet enrollment, expenditure, employment, retention, earnings, and credential performance goals.
- Assists in special projects and other duties as required.

### **Major Responsibilities – Individual Training Accounts**

- Evaluate customers abilities, interests, and personality characteristics using tests, assessment tools, interviews, and professional sources.
- Provides information on Trade act, training, education and community resources and provides guidance on selection of training and academic programs; writes and manages waivers, vouchers, and training accounts for eligible customers.
- Provides advice and guidance to job seekers regarding the job search process and occupational choices in the context of local labor market.
- Gives guidance on financial resources, including financial aid, Unemployment Insurance, and other financial supports for individuals enrolled in training programs.
- Monitors customers' post-training job search activities and makes referrals for job search services.
- Maintains accurate and thorough customer file (hard-copy) records.

### **Major Responsibilities – Summer Youth Employment Program**

- Responsible for matching and placing youth into worksites and providing follow-up monitoring to ensure compliance with program guidelines and to evaluate the effectiveness of program outcomes.
- Recruit, train and supervise Summer Program Monitors.
- Maintain, and update databases to track employers and youth in various programs
- Assist in facilitation of youth and employer orientation sessions.
- Collaborate with employers and worksite supervisors regarding placement, monitoring, and other issues.
- Prepare reports and other documentation electronically as needed.

## Qualifications

- Associates degree with two years' experience in a related field or equivalent. Bachelor's degree preferred.
- Experience in working with diverse populations in a fast-paced environment.
- Excellent verbal and written communications skills.
- Prior supervision of staff.
- Proficiency in bi-lingual skills a plus.
- Ability and flexibility to work at various locations of the organization as needed.
- Develop effective working relationships and work well as part of a team to achieve organizational goals.
- Excellent time management skills and ability to complete paperwork and data maintenance on a timely basis.
- Proficient in MS Office.
- Knowledgeable regarding local occupational, educational, and labor market information.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed. This position may require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required. This position may include lifting up to 10 pounds for files, computer printouts on occasion.

## How To Apply

Submit resume by email: [ccampbell@rochesterworks.org](mailto:ccampbell@rochesterworks.org), please include a cover letter and the title of the position in the subject line.

*RochesterWorks, Inc. is an Equal Opportunity Employer*