

WIOA (Workforce Innovation and Opportunities Act) Youth Specialist-Life Skills, Part-Time, Temporary, Grant-Funded

Employer

Gaston College
201 Highway U.S. 321
Dallas, NC 28034
Phone: 704-922-6200

Job Location

Dallas, NC

Salary/Grade

\$19.00/Hour

Benefits

Not benefits-eligible

Job Category

- Technical/Paraprofessional

Application Period

Opens: Monday, May 20, 2019
Closes: Saturday, June 29, 2019

Target Start Date

Monday, July 1, 2019

Expected Work Hours

Part-Time

Reports to

WIOA Youth Coordinator

Employment Type

Part-Time, Temporary, Grant-Funded Staff

Minimum Qualifications

- Bachelor's degree from an accredited institution in career counseling, education, social work, human services, or a related field required.
- Two years' work experience in higher education, counseling, case management, social work, or related field required.

Preferred Qualifications

- Master's degree from an accredited institution preferred.
- Experience with federal youth programs preferred.

Position Description

SUMMARY

Under the supervision of the Youth Program Coordinator, provides career counseling, intensive job readiness, job search, and placement assistance, case management, and training/re-training and follow-up services to WIOA eligible youth.

DUTIES AND RESPONSIBILITIES

1. Conducts outreach and recruitment of youth customers.
2. Conducts and maintains contacts with community organizations for the purpose of outreach, recruitment, and positive public relations.
3. Orients customers to the services and eligibility requirements of the WIOA program in both group settings and individually.
4. Determines eligibility and assists youth with enrollment into program services.
5. Assists customers with their career planning and career decision-making process.
6. Assesses customers' employment and training needs.
7. Assists customers in identifying and addressing barriers to employment, and refers to services within the one-stop system as appropriate, or to community resources as necessary.
8. Provides case management services to youth working to obtain a GED, HSE, or AHS diploma.

9. Refers youth to other appropriate Youth Service Providers in the region for additional assistance.
10. Provides job development and appropriate job referrals to WIOA youth customers.
11. Conducts follow-up services with customers regarding their job search.
12. Monitoring of youth services will include, but will not be limited to, eligibility determinations, documentation to support selective service registrations, citizenship, veteran's status, household size, and other demographic required documentation.
13. Monitors youth performance outcomes.
14. Performs other duties as assigned.

SKILLS/ABILITIES:

- Ability to provide positive, outstanding customer service.
- Ability to maintain confidentiality.
- In order to provide the highest level of customer service, this position requires a thorough understanding of the job search process and the local area job market, job matching system, federal eligibility, Child Labor Laws, and other related items.
- Ability to interact positively with a variety of personalities and socio-economic populations.
- Ability to work in a team environment and provide support to fellow team members is essential.
- Problem-solving skills, organizational skills, time management skills, and excellent oral and written communications skills are essential.
- Proficiency in a variety of computer software applications is required, including Microsoft Office Suite, email, and Internet applications.