

Youth Career and Business Outreach Specialist

Workforce Services Unlimited, Inc. – Hillsboro, OH

An opportunity to make a difference in the life of a youth or young adult while also impacting area employers by conducting business outreach and coordinating year-round youth work experience activities, assisting with youth payroll and assuring worksites are maintaining compliance with Ohio Minor Labor Laws. Monitoring the youth's progress and building workplace mentors. Work as a team member to provide career and job readiness activities, employment soft skills, tutoring assistant, job placement and follow up services. Assist as an active partner in the OhioMeansJobs-Highland County centers. Experience working with youth is a plus. Part of our Ohio CCMEP Comprehensive Case Management Employment Program team through the OhioMeansJobs-Highland County office and under agreement with the Highland County Community Action Lead Agency.

- Responsible for delivering Comprehensive Client Case Management Employment Program (CCMEP) elements and other youth services.
- Provide case management, support and guidance to promote growth to youth to meet educational, personal, and social & employability skills. Provide information and referral to community resources as needed, including mental health or substance abuse services when indicated.
- Collaborate with the program team to assess participant needs and tailor programs accordingly.
- Assist in the development of program materials and resources.
- Provide or coordinate tutoring and study skills training with secondary schools, alternative schools, ASPIRE GED or equivalent services and post-secondary training institutions.
- Provide group and/or individual instruction in financial literacy education, career development, entrepreneurial skills training, leadership & citizenship training, healthy behaviors, life skills and pre-employment skills.
- Identify supportive service needs and coordinate assistance as appropriate.
- Market the program to youth, referral resources, potential worksites and area employers.
- Work with area employers on the development of meaningful work-experience worksites.
- Place youth at worksites and monitor sites in compliance with minor labor laws and funding requirements.
- Conduct follow-up and complete follow-up case notes.
- Abide by all applicable agency, local, regional, state and federal regulations or guidelines affecting the program including data entry.
- Attend scheduled meetings and authorized trainings.
- Develop and maintain relationships with community partners, guest speakers, and volunteers to enhance program offerings.
- Create a positive and inclusive learning environment that encourages active participation and collaboration among youth participants.
- Other related duties as assigned by supervisor or designee.

Experience

Bachelor's degree in education, Human Services or related field preferred. Associate degree with three (3) years related experience in teaching, counseling or working with young adults 14 to 24 years. Or appropriate years of experience and training to meet job requirements will be considered.

Skills & Abilities:

- Able to engage at-risk youth & young adults.

- Able to work with, and be sensitive to, the needs of low income and diverse populations non-judgmentally.
- Proficient in Microsoft Word and Excel, Internet searches, E-mail, texting & social media.
- Able to work both independently, with considerable self-direction, and as a contributing team member.
- Excellent time management and organizational skills.
- Excellent oral and written communication skills.
- Effective problem-solving and decision-making skills.
- Ability & willingness to comply with agency and funding source(s) performance standards.
- Valid Driver's License required.

Job Type: Full-time

Benefits: Insurances, Paid time off, Retirement Plan

To apply, please submit your resume and a cover letter detailing your relevant experience and why you are interested in this position to pam@wsu-inc.org.

Job Type: Full-time

Pay: \$17.00 - \$19.00 per hour

Benefits:

- 403(b)

Schedule:

- Day shift