**REDWOOD COMMUNITY ACTION AGENCY**

**Youth Service Bureau Division / RAVEN Project**

**JOB ANNOUNCEMENT**

**JOB TITLE:** Youth Workforce Program COORDINATOR

**STATUS:** 15 hours weekly / paid vacation, sick & holidays

**PAY RATE:** $15.00 HOUR

**DEADLINE:** Open until filled; interviews will take place as qualified applicants are received. Position is available immediately.

**APPLICATION PROCESS: Required**  employment application and instructions for submitting your application materials are available at: [www.rcaa.org](http://www.rcaa.org) or RCAA 904 G Street, Eureka. Cover letter and resume strongly encouraged.

**PLEASE NOTE:** Incomplete applications or resumes without applications will not be considered.

This position and the Street Outreach Case Manager position may be combined to make a fulltime, 40 hour weekly benefitted position if the applicant is interested and qualified.

**MINIMUM QUALIFICATIONS**

* AA/AS or BA/BS or college equivalent units (60) **and/or** two years of experience working with youth and/or families in counseling, job training, crisis intervention or similar capacity.
* Experience and/or training that can be directly related to the required job responsibilities may be substituted for education on a year-for-year basis.

**POSITION PURPOSE**

Under the general direction of the YSB Division Director and the direct supervision by the Street Outreach Program Coordinator, or their designee; the Youth Workforce Program Coordinator is responsible for providing staff support to the Workforce Innovation and Opportunity Act (WIOA) Youth Development Services Program in the Eureka Region. Utilizing a collaborative model delivery system involving school districts, multiple youth support agencies, employers and community members, the YPO Coordinator encourages youth individually to be successful in school, training, and/or in the workplace by implementing the 10 elements as outlined by federal guidelines for the WIOA Youth Program.

**ESSENTIAL JOB FUNCTIONS**

The Youth Workforce Program Coordinator will provide case management services during regularly scheduled drop-in hours and by appointment with youth to assess client/family needs; implement and monitor appropriate strategies to meet identified needs; maintain professional case notes to monitor and analyze service delivery; prepare various reports as required; provide community outreach/liaison with other local youth service providers and employers; initiate or assist in community development activities to increase the availability of services to local youth through training and employment and provide employer support.

**Specific Tasks:**

* Recruit employers and eligible youth as defined by WIOA regulations in collaboration with the Economic Development Division of the County of Humboldt, the Workforce Development Board, AJCC, CR, HCOE, EDD, NCIDC as well as other community partners.
* Outreach to recruit eligible youth using a variety of presentations, brochures, flyers and other forms of communication with youth, families, schools, the general public and organizations.
* Provide services to enrolled youth in the areas of academic support, work readiness and occupational skills, leadership development and career, college and vocational training exploration.
* Coordinate services with school, community and government supportive service programs.
* Communicate program goals, objectives and eligibility requirements to possible referral sources such as teachers, counselors, school administrators, and other student support service program personnel at various school sites and agencies throughout the region.
* Contact local employers for the development of summer and ongoing employment opportunities.
* Assist referral sources in determining program eligibility for youth. Make appropriate referrals and advocate for other supportive service programs for youth.
* Provide intake interview to determine WIOA program eligibility.
* Assist youth and families in obtaining needed documentation for eligibility determination.
* Once eligibility is determined, consult with supervisor prior to enrollment to assess readiness.
* Following enrollment, conduct skills and interest assessments, goal setting, and development of Individual Service Strategies (ISS).
* Determine access to the Ten Youth Program Elements per WIA regulations as established in the ISS.
* Conduct pretests per established goal(s).
* Provide services to support youth in completion of ISS (educational plan, job skills, employment and leadership skills, exploration of career, college and vocational training programs, etc).
* Initiate or assist in coordinating services, field trips, and events with other high school, college, community and government supportive service programs.
* Monitor and evaluate achievement of ISS.
* Consultation with supervisor prior to development for Exit plan.
* Provide goal appropriate posttests and exit youth from active status in program when goals are met.
* Provide follow-up services for a minimum of 12 months post Exit. File appropriate forms.
* Chart WIOA contacts and services in client case note files and CalJobs
* As needed, consult with Workforce Program Coordinator regarding program planning, job/volunteer opportunities, trainings, youth program communications and other issues.
* Collaborate with Youth Transition Action Teams (YTAT), Independent Living Skills (ILS), Probation and others whose work promotes successful acquisition of skills and independence of WIOA eligible youth.
* Required attendance at:
* Monthly Youth Program Operator meetings under the direction of the Workforce Program Coordinator of the Economic Development Division of the County of Humboldt.
* Weekly case supervision meetings with supervisor prepared with case information, service delivery plan (ISP), problems encountered, etc.
* YSB staff and other WIOA or RCAA and associated training/ meetings upon request.
* Represent RCAA and youth WIOA programs at community meetings and tabling events.
* Assist in planning and facilitating weekly groups appropriate to program goals with RAVEN Project Youth Educators and clients.
* Maintain on-line CalJobs case notes, records and program compliance documents.
* Work with RCAA Human Resources and Fiscal Departments for specific activities related to the WEX employment and volunteer participants including payroll, budgets and completion of payment request forms.

**JOB REQUIREMENTS**

**Knowledge of and Experience With:**

* Social work models of intervention; crisis intervention, counseling theories/approaches.
* California laws pertaining to youth.
* Local training, employer, and education services relating to youth and families.
* Group dynamics and methods of resolving conflict.

**Ability to:**

* Demonstrated ability to arrive to work as scheduled and prepared.
* Communicate effectively in written and oral form
* Maintain accurate and timely records.
* Work collaboratively with a variety of community service providers.
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, backgrounds, income levels and communication skills.
* Lead, guide and/or coordinate other persons.
* Operate within a defined budget and financial guidelines.
* Perform basic math, including calculation of fractions, percent and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information to individuals and groups; and understand complex multiple step instructions.
* Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, Board Members, funding source representatives, the local service population, and with individuals contacted in the course of work.
* Work with limited supervision.
* Collaborate with others for problem solving to analyze issues, create plans of action and reach solutions.
* Work effectively under pressure.
* Develop and maintain working relationships with individuals contacted during work.
* Develop comprehensive assessments and develop clearly defined casework objectives.
* Operate standard office equipment and utilize pertinent software programs.
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.
* Work flexible hours, which may include evenings, weekends and holidays.

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must have means and capacity to perform job related work with personal vehicle, as will be required.
* Possession of valid California’s Driver’s License, current auto insurance and acceptable DMV record.
* Submit to fingerprinting for criminal record clearance/background checks with acceptable results
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Home telephone or other effective means of communication.

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

**PLEASE NOTE:** This position is considered a **“safety-sensitive”** job due to the transporting of clients and will be subject to RCAA’s “Substance / Alcohol Abuse” policy. This policy was included in your new hire packet and is available from the Human Resources Department.

***AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYEE***