

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: Coordinator – Youth Workforce Development

Reports To: Program Manager or Director

Supervises: None

FLSA Status: Exempt

Pay Grade: 5

General Duties:

- Provide leadership to the Career Planner team working with the targeted population of young adults ages 18-24, who have had justice involvement or are high school dropouts seeking and sustaining employment opportunities through goal setting and career planning.
- The Coordinator – Youth Workforce Development is responsible for managing and coordinating the services and successful delivery of the Department of Labor (DOL) Grant.
- Assist individuals served by the Workforce Development program with establishing and working on individualized program goals such as increased self-sufficiency, education attainment, securing employment, etc.
- Delivery of assigned program services in accordance with Agency Vision, Mission, and Values and applicable program contracts, manuals, and guidelines.
- Coordination and implementation of services in assigned programs in compliance with all relevant State, Federal, and local provisions.
- Building and maintaining collaborative partnerships with Champaign County Court Services staff, community agencies, schools, funders, referral sources, WIOA Youth Providers, and other parties relevant to RPC WDS program, etc.

Specific Duties and Responsibilities:

- Provide direct services and carry a caseload of approximately 15 customers.
- Lead youth employment projects in collaboration with the Youth Case Manager II.
- Conduct Moral Reconciliation Therapy (MRT) groups.
- Perform mentoring (weekly) and intensive mentoring (daily) and support groups to offer role modeling, social and emotional support and encouragement during periods of youth development and subsequent life changes.
- Meet weekly with each assigned participant to provide guidance, connect with resources, encourage progress, track milestones/provide incentives and resolve any issues interfering with goal attainment.
- Prepare quarterly reports of progress of goals and identify areas of improvement.
- Meet monthly with collaborating agencies to share information and resolve project management issues.
- Meet at least monthly with Career Planners to share information and resolve participant service provision or documentation issues.
- Work with Fiscal Manager to submit quarterly grant progress reports.
- Maximizes coordination and communication among all the Community Services programs and staff.
- Consults and coordinates with other systems/service providers (school, agencies) to maximize service effectiveness.
- Demonstrates openness to constructive feedback about personal work habits, with a focus on continuous improvement of job performance, and growth in terms of professional development.
- Collaborate with customer to write customer goal plans that are specific, measurable, attainable, realistic, and time limited.
- Motivate and encourage customer engagement and follow through.
- Determine customer eligibility for a variety of workforce development programs.
- Review payments for participant training and service costs for program youth, prior to submission for supervisory approval.
- Provide mentoring/counseling for customers with employment or educational barriers.
- Provide comprehensive evaluation of employment and training needs.

- Assess customer skills by interviewing, testing, and other methods. May assess customers with physical or mental disabilities and make appropriate referrals to related services
- Assist customers with job placement, including job-search classes, labor market analysis, employment contacts, and all necessary follow-up activities.
- Assess customer needs, authorize, and facilitate supportive services to assist in removing barriers that may prevent successful completion of the program.
- Record participant data into multiple management information systems.
- Facilitate and develop group processes including testing, workshops, orientations and job clubs.
- Maintains case files as directed to meet customer follow-up, performance standards and program evaluation.
- Participate in implementation and delivery of participant outreach and recruitment plan.
- Coordinates, supports, and advocates for customers to gain access to needed resources, completing and submitting referrals to services as necessary.
- Document all service provision within 48 hours of service/contact.
- Attend training as required by supervisor.
- Participate in team meetings and individual supervisions, and other committees/meetings as requested/assigned.
- Share information and resources with team.
- Maximizes coordination and communication among all the Community Services programs and staff.
- Maintain up to date work schedule in Outlook calendar
- Utilize motivational and behavioral based interviewing skills.
- Maintain working knowledge of treatment options, services and programs for youth in Champaign County.
- Other duties as assigned

Required Knowledge, Skills, Characteristics and Abilities:

- Bachelor's degree preferred in social service, education, or related area. Combination of education and training may be considered.
- Skills in staff training and supervision.
- Ability to pass criminal background check.
- Strong background in customer services and human services with program's target population.
- Valid driver's license and ability to transport customers or visit home sites throughout Champaign County.
- Ability to follow program procedures while adjusting work style to meet the needs of the customer.
- Ability to attend community meetings, provide program information at community meetings, provide formal program presentations, and collect and share relevant meeting information with team.
- Knowledge of continuing education options including high school, trade and college.
- Understands steps to implement to work toward gainful employment for individuals lacking employment history.
- Knowledge of local economic and employment opportunities.
- Knowledge of public assistance programs, including eligibility and application process.
- Ability to attend community meetings, provide program information at community meetings, and collect and share relevant meeting information with team.
- Ability to handle program and customer information in a confidential manner and report concerns as mandated.
- Ability to understand the vision, mission, and values of CCRPC and to implement in everyday work.
- Ability to exercise judgement in interpreting data, applying legislation, and making recommendations and decisions when limited guidance is available.
- Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community.
- Ability to react to change productively.
- Ability to follow written and oral instructions with minimum supervision.
- Ability to communicate effectively both written and orally.
- Ability to complete timely and accurate documentation.
- Ability to function professionally in stressful situations.
- Ability to work individually and as a team member.
- Ability to implement concepts learned from training.
- Ability to set work priorities and organize effectively to meet deadlines.

- Proficient in English (spelling, punctuation, grammar).
- Ability to attend worksite regularly to perform job duties and responsibilities.
- Ability to perform computer skills needed to complete case documentation, data entry and timesheets.
- Ability to obtain program specific certification(s) within twelve months.
- Ability to attend program meetings and/or training as required.
- Ability to work a flexible schedule to accommodate customer scheduling needs including periodic evenings and weekends.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide leadership and supervision to the Workforce Development Youth Career Planners
- Conduct program specific screenings, eligibility determinations, and assessments
- Develop individualized service/ employment plans
- Travel to meetings, training, service delivery, and other work sites
- Provide direct work with program participants or on behalf of the program participant approximately 65% of workweek
- Travel and/or complete non customer specific program related functions sitting/ standing at a desk approximately 35% of workweek
- Lift and carry equipment necessary to complete work, approximately 20 pounds

Competencies:

- Leadership
- Management and Supervision
- Problem Solving/Analysis
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Time Management
- Interpersonal Skills
- Motivation to Succeed
- Problem Solving/Analysis

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work
- Evening and weekend availability is required as needs of the program dictate.
- Work may include providing services in unconventional settings. These could include, but are not limited to parks, schools, libraries, while traveling in an automobile, or in customer's/families homes.

Disclaimer:

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission Salary Administration Program. The description contains examples of duties and responsibilities that may, or may not, be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.

Signature of Employee _____

Date _____

Creation Date: 8/17/18