

YOUTH EMPLOYMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for developing appropriate training and/or placement to prepare youth, ages 14-20, to successfully enter and maintain employment. Program participants will participate in career exploration, work readiness training, opportunities to gain work experience, occupational skills training and engaging local business to support these efforts. The work requires considerable contact with program participants as well as with schools, community groups, business professionals, civic and other organizations. Work is performed under the general supervision of a higher-level administrative employee with leeway allowed for the exercise of independent judgment. Supervision may be exercised over the work of clerical and para-professional assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs and coordinates with Broome County DSS and BOCES for aiding participants seeking employment;

Interviews program participants to determine appropriate employment plan to maximize client potential;

Formulates employability plans to include prior work experience, educational skills or needs, training programs, certification programs for trade work or other areas of interest;

Assists employers in posting job orders and provides information regarding program incentives;

Establishes and maintains contact with other public and private employers to coordinate their needs with participants interests and/or skills and abilities;

Acts as a liaison with agencies, schools, private industry and non-profit organizations to enlist their participation in employment development and training planning programs;

Acts as a liaison between employers, county staff, and program participants;

Processes and authorizes claims for payment in accordance with terms of negotiated contract;

Assists the department supervisor in formulating plans to maintain continuous services for program development;

Collects, interprets and maintains information and prepares various reports as it pertains to program effectiveness;

Conducts workshops for agency clients to outline the rules and regulations associated with the various employment programs

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and to provide guidance on creating employer interest in participation;

Recruit employers, establish relationships with businesses and community referral agencies

Prepares brochures and mailings explaining business service offerings and benefits of employment programs;

Assists participants' with applications and evaluations of eligibility requirements;

Oversees review of participants' applications and evaluations of eligibility requirements;

Staying abreast of labor market and hiring trends and assessing their effect on programs and participants;

Gathers, organizes and maintains a variety of information to prepare reports;

Promotes growth, leadership and positive self-image in all young people;

Supports youth to be successful at their work experience site including job descriptions, established work schedules, work attire, transportation, etc.;

Supports youth in meeting education and/or employment goals, actively problem solves worksite or educational concerns.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of facilitating skills training sessions that focus on employability skills, self-advocacy, and leadership skills;

Good knowledge of local occupational conditions and trends;

Good knowledge of requirements needed to perform different occupations, trades and skilled work;

Good knowledge of interviewing techniques;

Good knowledge of available educational and training resources;

Working knowledge of labor and poverty economics and social science concepts related to poverty and unemployment;

Works Cooperatively with program staff and partners, participants and their families, and community partners of diverse backgrounds;

Ability to evaluate vocational interests and aptitudes;

Ability to seek out and develop jobs and/or training opportunities for agency clients;

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Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively both orally and in writing;

Ability to demonstrate a commitment to supporting equity and inclusion;

Ability to collect, organize, interpret and maintain information as it relates to employment & training programs;

Ability to prepare a variety of reports;

Strong communication skills ; Goal orientated; Attention to details; Empathy.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's degree in behavioral or social sciences, human services, education, or closely related field and one year of experience working with transition youth in the areas of workforce development, job coaching, vocational training, or skills training; OR

B) Possession of an Associate's degree in behavioral or social sciences, human services, education, or closely related field and three years of experience working with transition youth in the areas of workforce development, job coaching, vocational training, or skills training

C) graduation from high school or possession of an equivalency diploma and five years of experience working with transition youth in the areas of workforce development, job coaching, vocational training, or skills training

D) Any equivalent combination of training and experience as defined by the limits of A), B), and C) above.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.