



Youth Employment Specialist

Pay Range \$35,422.40 - \$49,004.80 annually

(Consideration for training/experience as permitted by Civil Service Law)

Summary of Job Duties and Preferred Skills and Abilities

The candidate filling this position will provide comprehensive case management and employment services to youth, ages 14-24, using assessments and evaluations to identify employment needs, barriers and interests, as well as determine eligibility for supportive services and community resources. A summary of the duties include:

- Develops personalized employment plans and referrals to job openings, internships, educational and training opportunities
- Contacts employers to provide job matching and fill recruitment needs
- Collaborates with coworkers and community service providers to ensure supportive services are in place
- Monitors progress of the youth by maintaining contact through scheduled appointments, written communication, and follow-up with employers and service providers
- Maintains detailed case file notes electronically
- Travels as needed to provide support to youth at home, employers, school and social service agencies
- Also provides emergency services through internal and external programs as eligible and necessary
- Information and referral for services provided by external partners

Preferred knowledge and experience includes: working with youth employment laws; case management; interviewing; resume development; customer service skills; organization skills; efficiency and effectiveness; the ability to meet federal and state performance standards; prioritize and multi-task duties; make case-related decisions independently; use multiple computer systems, databases and other agency software to perform case management and other position related activities.

Unusual Working Conditions: A valid driver's license is required in order to drive in the course of performing job duties with some out-of-county travel as necessary. Working outside normal working hours may be necessary for specific projects, e.g., rapid response, mass recruitment, job fairs.

Minimum Civil Service Qualifications

- ✓ One year of experience as an Eligibility/Referral Specialist 1, 30121.
- ✓ **Or** two years' experience as Unit Support Worker 2, 30112.
- ✓ **Or** Completion of undergraduate major core coursework in behavioral or social science or education, one course or six mos. experience in interviewing techniques, and keyboarding or word processing.
- ✓ **Or** completion of two years of technical education in behavioral or social science, one course or six mos. experience in interviewing techniques and keyboarding or word processing.
- ✓ **Or** two courses or one year of experience in behavioral or social science or customer service, one course or six months experience in business mathematics, business English, interviewing techniques and keyboarding or word processing.

Candidates must document training, experience, and education to demonstrate meeting each qualification.

In addition to the oral interview, skill-based assessments may be part of the interview-selection process.

Employment applications and benefit information are available at www.mcjfs.com

THE EMPLOYMENT APPLICATION, A COVER LETTER OF INTEREST AND RESUME ARE REQUIRED.

Marion County Job & Family Services

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