

Transition Workforce Specialist Tompkins County

Department: Workforce Development
Classification: Competitive
Labor Grade: 12
Approved: 0
Revised: 04/07; 10/05; 10/14; 8/20; 4/21
By: LG, Deputy Commissioner of Human Resources
BBP Risk Factor: 2

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree;
OR
- (b) Graduation from a regionally accredited or New York State registered two year college or university with a Associate's degree or possession of at least 60 college credit hours **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience working in a public agency, not-for-profit human services agency or in an educational facility; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience working in a public agency, not-for-profit human services agency or in an educational facility; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b), and (c) above as determined by the Commissioner of Personnel.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT: The successful candidate will possess a valid NYS Driver's license at the time of appointment and maintain such license throughout the life of employment. The employee is required to use his or her own personal transportation to perform the duties of this position. The employee will be required to travel to worksites across Tompkins County on a weekly basis. Mileage between the office/home office and worksites will be compensated at the current government rate.

DISTINGUISHING FEATURES OF THE CLASS:

The work of the Transition Workforce Specialist is to provide transition, employment, training and support services to teens and young adults ages 14-24 in Tompkins County. The work includes interviewing eligible young people, assessing current skills and training needs, placing youths in work experiences at partner businesses and non-profits, providing on-going support and case management, identifying supportive service needs and making appropriate referrals, determining eligibility for training and education funding, assisting with job placements, and follow-up case management. A key component of this position is relationship building and on-going communication with youth participants and worksites supervisors in the community. The Transition Workforce Specialist works under the general direction of the Director of the Office of Employment & Training, part of the Workforce New York system, and reports directly to the Workforce Development Coordinator, who oversees youth employment and training services and programs. The successful applicant will be able to work independently and exercise good judgment in interactions with fellow staff, youth clients, and volunteer worksite supervisors in the community. An employee in this class may occasionally be required to supervise an entry level clerical worker or a youth intern, in the absence of the Workforce Development Coordinator. The employee will be expected to work a hybrid working model, with some hours at home, some hours in the office located in Center Ithaca, and some at local worksites across Tompkins County. The successful candidate must demonstrate they can work autonomously and successfully in a hybrid home/office model. The incumbent will perform all related duties as required.

TYPICAL WEEKLY WORK ACTIVITIES:

- Provides ongoing case management and follow-up services to assist in employment and workforce development;
- Communicates weekly/bi-weekly with youths and worksite partners and performs in-person worksite visits;

- Works collaboratively with youths and worksite supervisors to assure positive worksite placement outcomes and future success of youth;
- Provides supportive services to youth including, but not limited to: referrals to counseling, assistance with transportation, assistance with resume writing and interview preparation, etc.;
- Visits youth in person at their designated worksite;
- Performs data entry and recordkeeping;
- Creates and maintains paper files and case notes and documentation in electronic database OSOS;
- Assures all client records are in compliance with federal and state regulations governing the funding;
- Attends and participates in internal staff meetings, including meetings with Tompkins Workforce NY Director and full staff, meetings with youth staff, and 1:1 supervision time;
- Attends youth workshops, participates as a role model, and serves as a mentor in breakout rooms;
- Reviews applications for WIOA JobLink and the Summer Youth Employment Program.(funded by Temporary Assistance for Needy Families TANF);
- Determines eligibility for programs and makes appropriate referrals for ineligible applicants;
- Interviews eligible applicants, using a strengths-based approach;
- In collaboration with youths, discovers and evaluates client skills, interests, abilities, qualifications, needs, and systemic barriers to employment the youth is facing;
- In collaboration with youth and host worksite, develops individual service strategy, and job training plans and assists with goals to achieve self-sufficiency;
- Places youths at partner worksites in the community;
- Performs additional tasks including but not limited to: researching, preparing and presenting training for youth workshops, performing outreach and recruitment (online or in person) to community referral agencies, youths, and families, developing appropriate community worksites for youths in the public and private sector, assisting worksite employers in developing job descriptions and training plans and processing worksite agreements;
- All other tasks as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- General knowledge of systemic barriers and issues of access and equity for marginalized populations;
- Demonstrated commitment to Justice, Equity, Diversity, and Inclusivity, objectives put forth by Tompkins County;
- Demonstrated history forming positive relationships with populations of youths who may experience systemic barriers to employment including populations with disabilities, homelessness, experience in the foster care system, those who did not complete high school, those who have had contact with the justice system, and youths who are pregnant/parenting, have substance use disorders, mental health challenges, and are from low-income households;
- Demonstrated success establishing and maintaining positive working relationships with adult community leaders from diverse backgrounds;
- Demonstrated ability and willingness to work cooperatively in a small, supportive team environment;
- Ability and willingness to gracefully give and receive constructive feedback at work;
- Working knowledge of federal, state, and local regulations as it pertains to youth populations;
- Working knowledge of services available to youth and potential barriers to employment;
- General knowledge of local community service organizations and their programs;
- Ability to establish and maintain cooperative working relationships with partner agencies;
- Demonstrated experience organizing work and carrying out duties autonomously;
- Demonstrated ability to write professional emails, case notes, and reports;
- Demonstrated experience researching, preparing and presenting training curricula on Zoom using Microsoft PowerPoint Software or other presentation software;
- Experience preparing and maintaining clear and accurate reports and records;
- Demonstrated ability and comfort to efficiently operate a personal computer and smartphone;
- General knowledge of Zoom and the Microsoft 365 Suite and Cloud applications including Outlook, Calendar, Word, Excel, People, PowerPoint, OneDrive and SharePoint;
- Demonstrated ability to learn new skills required of the changing workplace and seek out training when needed;
- Growth mindset, life-long learner.

Position Created: 04/2007