

YOUTH EMPLOYMENT SPECIALIST Tompkins County

Department: Workforce Development
Classification: Competitive
Labor Grade: L (12)
Approved: Reclassification 2004
Revised: 9/05
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in social sciences, human services or resources, education or related field: **OR**
- (b) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university **AND** two years of full time paid (or the equivalent part-time and/or volunteer) experience as a counselor, caseworker, employment interviewer or similar title in a community action or similar agency dealing with employment or training; **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 in a public or not-for-profit human services agency; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b), and (c) above.

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 and will be reimbursed mileage at the appropriate IRS rate.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position involving responsibility for providing employment, training and support services to youth 14-21 years of age. The work includes assessing client skills and training needs, matching client skills with business needs, identifying supportive service requirements and availability, determining eligibility within funding resource guidelines, assisting with job placements and community outreach as well as follow up case management. The work is performed under the general direction of the Office of Employment and Training with considerable leeway allowed for the exercise of independent judgment when carrying out the details of the work. An employee in this class may be required to serve as a lead worker or supervise entry level clerical, intern and/or volunteer personnel as assigned. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Evaluates youth client skills, aptitude, qualifications, needs, and barriers to employment;
- Determines eligibility of youth for appropriate programs to include WIA and Temporary Assistance for Needy Families (TANF);
- Serves as liaison with Workforce Development partner agencies;
- Accepts referrals of appropriate youth from all partner agencies and other community agencies for employment program services;
- Provides case management services for youth, ages 14-21 to assist in employment and workforce development plans to include close communication with staff;
- Develops employment plan, training plans and assists with goals to achieve self-sufficiency;

- Develops appropriate worksites, public and private sector, assists employers in developing job descriptions, training plans and processes worksite agreements;
- Plans and maintains programs, including employer and employee files and records of contact;
- Works collaboratively with individual and businesses to assure positive placement outcomes;
- Coordinates with other partner agencies to assure customers are afforded all available resources and Services;
- Attends regular meetings and job fairs with local businesses and agencies to assess labor trends, local vacancies and staff development opportunities;
- Refers customers to appropriate local resources;
- Develops and maintains comprehensive records as needed on the electronic system utilized by the Workforce Development System as applicable;
- Assures all customer records are in compliance with federal and state regulations governing the funding;
- Participate actively in applicable business or employment related organizations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of federal, state, and local TANF, WIA regulations as it pertains to youth;
- Working knowledge of services available for youth and potential barriers to employment;
- Working knowledge of labor trends in local business and industry;
- Ability to establish and maintain cooperative working relationships with partner agencies within Workforce Development;
- Ability to organize work and carry out duties autonomously;
- Good working knowledge of local community service organizations and their programs;
- Strong interpersonal skills;
- Ability to communicate effectively;
- Ability to prepare and present written oral reports to state and local agencies;
- Ability to prioritize tasks and follow through effectively;
- Ability to work well in teams and work groups;
- Ability to prepare and present training curriculum as applicable;
- Ability to plan and develop training outlines;
- Ability to prepare and maintain clear and accurate reports and records;
- Ability to establish and maintain effective relationships with people;
- Ability to efficiently operate a personal computer;
- Self-motivated, highly organized;
- Tact and good judgment;
- The employee's physical condition commensurate shall be commensurate with the demands of this position;