

July 10, 2023

Job Description: **Employment Specialist for Youth Violence Prevention Program**

Position Overview: We are seeking an experienced and passionate Employment Specialist to join our Youth Violence Prevention Program. As an Employment Specialist, you will play a crucial role in helping at-risk youth find stable employment opportunities, thereby reducing their involvement in violence and promoting positive life choices. Your main responsibilities will include engaging with young individuals, assessing their skills and needs, connecting them with suitable job opportunities, and providing ongoing support to ensure successful employment outcomes. This position requires a strong understanding of youth development, employment strategies, and community collaboration.

Employment Type: Two days a week (7 hrs./day or 14 hours/week)

Compensation: \$25/hr.

Deadline to apply: July 20, 2023

Responsibilities:

1. Engage with at-risk youth participants in the Youth Violence Prevention Program to build rapport and establish trusting relationships.
2. Assess the skills, interests, and career aspirations of youth participants through interviews, assessments, and other evaluation methods.
3. Develop individualized employment plans for each participant, considering their unique strengths, challenges, and goals.
4. Collaborate with local employers, job placement agencies, and community organizations to identify and create job opportunities suitable for youth participants.
5. Provide guidance and support to youth participants in resume writing, interview preparation, and job search strategies.
6. Facilitate job readiness workshops and training sessions to enhance participants' employability skills, including communication, teamwork, and professionalism.
7. Conduct job matching and placement activities by aligning participants' skills and interests with available job opportunities.
8. Provide ongoing support and mentorship to employed youth, ensuring job retention, addressing workplace challenges, and promoting career advancement.

9. Collaborate with case managers, counselors, and other program staff to integrate employment services with comprehensive support systems for youth participants.
10. Maintain accurate and up-to-date participant records, documenting progress, employment outcomes, and other relevant data.
11. Monitor program effectiveness and outcomes by collecting and analyzing data, preparing reports, and making recommendations for program improvement.
12. Stay updated on labor market trends, job training programs, and employer requirements to ensure participants' employability remains relevant and competitive.

#### Qualifications:

1. Bachelor's degree in social work, counseling, psychology, or a related field. Relevant experience may be considered in lieu of formal education.
2. Proven experience working with at-risk youth, preferably in a violence prevention or community-based setting.
3. Familiarity with employment services, job development, and career counseling for youth.
4. Knowledge of local labor market trends, employment resources, and employer networks.
5. Excellent communication and interpersonal skills to effectively engage with diverse youth participants, employers, and community stakeholders.
6. Strong organizational abilities, including the ability to manage multiple tasks, prioritize responsibilities, and meet deadlines.
7. Demonstrated cultural competency and sensitivity to the needs of youth from diverse backgrounds.
8. Proficiency in using computer applications and databases for record keeping and data analysis.
9. Ability to work independently as well as collaboratively within a multidisciplinary team.
10. Valid driver's license and reliable transportation to travel within the community, as required.
11. Interested candidates are required to send a cover letter and a resume to: [info@janealliance.com](mailto:info@janealliance.com). Please do not call. If you are invited for an interview, you will generally be contacted within a week.