

**ARIZONA@WORK - YUMA COUNTY  
YUMA PRIVATE INDUSTRY COUNCIL  
POSITION DESCRIPTION**

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Title: **Youth Specialist**

Reports to: Case Management Coordinator

Classification: Non-Exempt

Revision Date: January 28, 2025

Salary: \$21.63 per hour

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The Yuma Private Industry Council is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability status, protected veteran status, or any other characteristic protected by law.

### **SUMMARY**

Under the direction of the Youth Services Coordinator, the Youth Specialist is responsible for implementation of the 14 Program Elements and program activities funded by the Workforce Innovation and Opportunity Act (WIOA).

1. Tutoring
2. Alternative Secondary School Service
3. Paid and Un-paid Work Experiences
4. Occupational Skill Training
5. Education offered concurrently with workforce preparation and training
6. Leadership Development Opportunities
7. Supportive Services
8. Adult Mentoring
9. Follow-Up Services
10. Comprehensive Guidance and Counseling; requirements under WIOA
11. Financial Literacy Education
12. Entrepreneurial Skills Training
13. Services that provide labor market information
14. Post-secondary preparation and transition activities

The Youth Specialist works directly with in-school and out of school youth (ages 16-24) that have at least one barrier to employment. This position eligibility, conducts assessments, and assists the participant meet educational and employment goals.

This position must review and ensure understanding of Youth Program guidance documents including, but not limited to: internal policies, state policies, Department of Labor (DOL) Training and Employment Guidance Letters (TEGLs), federal rules and regulations, state broadcasts, etc.

This position must keep abreast of program updates by Federal, State and Local Board directives, WIOA Performance measures.

This position must master the use of mandated state database system(s), to ensure timeliness, accuracy, completeness, and comprehension. The Youth Specialist must be willing to accept new challenges and be willing to embrace change.

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The Youth Specialist must have reliable transportation and a clean driving record to make employer visits and drive to various locations in Yuma County.

**Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change or may be assigned at any time with or without notice.**

**PRIMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**1. Interview, Engage, and Counsel Youth**

Supporting Skills

- Assist youth with registration and orientations
- Explain available programs, services, eligibility requirements, program requirements, legal rights, assessment process, etc.
- Interview, collect, analyze and evaluate completeness and accuracy of information for eligibility
- Input eligibility information in the pertinent database(s)/system(s)
- Determine program readiness and ability to benefit from program
- Communicate with participants; asking appropriate questions to determine career interest, barriers to employment, level of services needed, and establishes training and educational goals to reach client's goals.
- Analyze client background information to determine appropriateness for employment and or occupational training services.
- Educate client on the Career Pathways initiatives to provide education and career planning.
- Interview and engage youth for the creation of success stories and newsletters.

**2. Administer and Interpret various Assessments**

Supporting Skills

- Schedule and administer appropriate assessment based on individual need (Interest inventories, occupational skills, TABE).
- Follow guidelines to scores.
- Analyze, interpret, and explain assessment scores.
- Identify barriers to educational/employment goals.

**3. Oversight and Implementation of the Fourteen Program Elements**

Supporting Skills

- Assess the areas of need as they relate to the fourteen required program elements.
- Interview clients and determine specific need for Support Services.

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- Leverage resources with community agencies to provide support services and document the efforts made.
- Track support services and other program funds to ensure the allowed amounts are not exceeded (exceptions must be approved by Youth Director).
- Determine participant goals and objectives.
- Coordinate with staff to implement the fourteen program elements.
- Monitor participant progress and make revisions as needed.
- Make referrals to other agencies as appropriate.

**4. Identify Community Resources**

Supporting Skills

- Identify resources represented by various community organizations.
- Make referrals to community agencies as appropriate/needed.
- Co-enroll participants as deemed necessary and appropriate.

**5. Arizona Job Connection (AJC) Information Input**

Supporting Skills

- Accurate and timely input information in the AJC system
- Enter case-notes in a timely basis as per local policy.
- Case-notes must be complete and accurate; ensure case notes reveal the progress and engagement of the participant (case-notes must tell the story and explain rationale for the academic, training, or employment decisions made).
- Select the pertaining service codes utilizing the Service Dictionary based on services provided.
- Upload pertaining documents that support the program requirements such as: credentials, testing results, school records at time of program exit, etc.
- Create and review with participant the Initial and Post Individual Service Strategy, including monthly ISS review.
- All other inputs such as: job placements, outcomes, exit information, goals/measurable skill gains, testing scores, etc.
- Query AJC system and view monthly, quarterly, and annual reports as needed to maintain case in track and updated.
- Complete all required documentation.
- Collaborate with other case managers to ensure case notes and individual service strategy is up to date as necessary.

**6. Serve as Academic Advisor for Youth**

Supporting Skills

- Provide academic advice to youth to include complex analysis integration.
- Review transcripts to ensure eligibility for admission to a specific grade level including evaluation of transfer credits and applicability of academic credits to program requirements.
- Review youth files to ensure deadlines are met for completing various testing requirements; course work, comprehensive examination, and other specific program requirements.

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- Participate in continuing in-service training related to academic information and advisement procedures.
- Keep abreast of Department of Education High School Equivalency requirements and testing locations.
- Participate in group consultations with school administrators, provider personnel, support systems and others to enhance their work with youth.

**CORPORATE VALUES**

**Integrity:**

Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;  
Behave in a businesslike manner demonstrating mature, professional actions;  
Be fair, honest, trustworthy, respectful and ethical in all engagements;  
Honor all commitments;  
Be accountable for all actions, success and failures.

**Teamwork:**

Be committed to the common goal;  
Perform tasks in a manner that benefits the entire organization;  
Openly communicate up, down, and across the organization;  
Value the diversity of our workforce;  
Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;  
Willingly share your resources.

**Performance/Initiative:**

Focus on what is important, perform careful and thorough work;  
Establish and communicate clear expectations;  
Relentlessly pursue success;  
Strive for flawless execution;  
Work hard, celebrate successes and learn from failures;  
Remain flexible, adapt to change and balance multiple priorities;  
Continuously look for ways to improve self, services and processes;  
Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

**Learning:**

Commit to develop and improve throughout your career;  
Actively seek ways to build upon your capabilities;  
Learn from sharing past decisions and actions both good and bad to continuously improve performance;  
Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;  
Use creativity and imagination to develop new ideas and approaches;  
Improve by benchmarking and adopting best practices.

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**Corporate Level Contribution:**

Perform tasks in a manner that benefits the entire organization;  
Seek to consistently improve quantity, quality, accuracy and efficiency;  
Look for small improvements as well as major improvements;  
Identify and eliminate unnecessary work and non-value added activities;  
Optimize time and resources;  
Teamwork: how well you work with others and fit into the corporate culture.

**Customer Service:**

Anticipate the needs of those served, and demonstrate true caring;  
Deliver the very best every day to make a difference;  
Continuously look for ways to improve self, services and processes;  
Demonstrate a positive attitude;  
Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;  
Show humility for the role played in the lives of others;  
Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

**CORE SKILLS**

**Language:**

Communication: The ability to communicate information and ideas so others will understand (respond effectively to sensitive inquiries or complaints, effectively presenting information and responding to questions from groups of managers, clients/customers, employers, vendors, elected officials, and the general public).

Comprehension: The ability to understand information and ideas presented (respond effectively to the most sensitive inquiries or complaints, effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).

Writing: **The ability of communicating effectively in writing as appropriate for the needs of the audience.**

Written Comprehension: ability to read and understand information and ideas presented in writing.

Written Expression: The ability to communicate information and ideas in writing so others will understand (write clear and concise memoranda without close supervision).

Reading Comprehension: Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).

Fluency in the English language required.

**Mathematics:**

Apply mathematical concepts such as probability and statistical inference, fractions, percentages, and ratios.

**Reasoning:**

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Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).

Deductive Reasoning: ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).

Inductive Reasoning — the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Critical Thinking: The use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Interpret a variety of technical instructions.

**Technology:**

Demonstrate **proficiency** in software including but not limited to Google Workspace, Microsoft Windows, Microsoft Office, Microsoft Excel, and Microsoft Access (Database).

Demonstrate **proficiency** in Internet usage.

Ability to comprehend and utilize various software specific to grant funded programs.

**Socioeconomic:**

Maintains an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

**Interpersonal:**

Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.

Service Orientation: Actively looking for ways to help people.

Must possess excellent interpersonal skills.

Must demonstrate excellent self-control and confidence during presentations.

**Flexibility in daily tasks to meet the needs of the Youth Services department and Grant Funded Compliance requirements.**

**Ability to keep composure with self and peers during stressful situations.**

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effective communication skills;
- Reach with arms and hands.
- Operate keyboard, mouse, copier, fax and other office equipment.
- Maintain close vision, distance vision, peripheral vision, depth perception, and adjust focus as needed for specific required tasks
- Lift at least 5 – 10 lbs.

**Other:**

- Demonstrate public speaking skills;

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- Client-interviewing skills;
- Accurate data entry and retrieval skills;
- Interpret federal and state rules and regulations and policies;
- Must clear a background check with Arizona Department of Child Safety;
- Must possess or be able to obtain an AZ Level One Fingerprint Clearance Card;
- Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance **(\$100,000 Person/ \$300,000 Accident Bodily Injury and Property Damage)**.
- Must demonstrate the Core Values of the Organization.

**EDUCATION AND EXPERIENCE**

A Bachelor's degree in Career, Vocational Education, Social Work, or Human Services **with two years of experience in case management** in a related field; Or, an equivalent combination of education and **four years of experience in case management** and Academic Advisor field. Experience in Social Services and/or working with individuals with barriers to employment is preferred.

Fluency in the English and Spanish languages is preferred.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.

I acknowledge that I have been given a copy of this job description and I understand the duties and responsibilities stated within. I attest to my capacity to fulfill all such duties and responsibilities. This job description may be revised by the employer and I will be given a copy of revisions, additions, and/or deletions. I understand that I may be given additional related duties and will be required to follow any other instructions or directions given by my supervisor. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

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Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Printed Name of Supervisor

Date Signed \_\_\_\_\_

Date Signed \_\_\_\_\_