



City of Watsonville

Job Description

JOB TITLE:	Youth Specialist	DATE APPROVED:	September 1994
DEPARTMENT:	Varies	DATE MODIFIED:	August 2017
REPORTS To:	Varies	SUPERSEDES:	Youth Employment Specialist
SUPERVISION:	Varies		
EMPLOYEE UNIT:	Mid-Management		
FLSA:	Exempt		

DEFINITION: To determine applicant eligibility, conduct the participant in-take process, provide participants with academic and career counseling and to maintain an ongoing client case load. This classification will support program participants with referrals to other program services as needed. Administrative responsibilities include assisting with the completion of grant reports, maintaining program records, writing program updates and other duties as required.

DISTINGUISHING CHARACTERISTICS

This class performs professional level project planning, organization, and implementation of supportive and counseling services for youth programs. This class functions at the mid-management level.

SUPERVISION RECEIVED AND EXERCISED

- Receives limited supervision.
- Exercises supervision over assigned subordinate staff and volunteers.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Determine participant eligibility.
- Conduct program assessments and in-take interviews with program participants.
- Assess participants' needs and refer them to local community agencies to provide additional supportive services that will enhance positive growth of the individual.
- Provide guidance and peer counseling to all program participants. Conduct regular home and work site visits. Provide crisis intervention and resolution with participants when necessary. Document all contact and monitor progress made by program participants.
- Determine participants' academic standing and monitor school attendance.
- Provide academic and career counseling.
- Maintain close contact with program participants. Immediately address issues that are affecting participants' performance.
- Maintain close contact with participating employers and service providers to monitor and evaluate program participants progress (if needed).
- Serve as a mentor for all youth and be accessible to students to discuss a variety of issues that interest them.
- Facilitate support groups, and workshops.
- Implement curriculum or refer youth to career development workshops.
- Assist Supervisor with completing payroll, billing, workers compensation reports and other grant reporting as needed.

- Works safely.
- Performs related duties similar to the above in scope.

EMPLOYMENT STANDARDS

Knowledge of:

- Watsonville community from a cultural and socioeconomic perspective.
- Youth issues including teen pregnancy and gang violence.
- Principles, techniques, practices, methods and materials for case management and counseling at-risk youth.
- Principles, techniques, practices, methods and materials for seeking and maintaining employment.
- Supervisory, management and leadership principles and practices.

Ability to:

- Provide case management to program participants.
- Perform community outreach to at-risk youth and their families.
- Identify participants' needs and make referrals to appropriate services.
- Effectively provide service to at-risk youth.
- Earn the respect of all participants and the public working with at risk youth.
- Identify, contact and establish positive working relationships with the school district, alternative schools, community based organizations and city departments.
- Direct, coordinate and monitor the work of assigned staff and volunteers.
- Keep records and prepare reports.
- Understand and use computer programs such as word processing software, spreadsheet software, desktop publishing, data bases, the Internet and the World-Wide-Web.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Effectively represent the Youth Programs to the public.
- Communicate in English/Spanish is required.
- Communicates effectively in both oral and written modes.
- Adapt to a flexible work schedule.

PHYSICAL REQUIREMENTS

- Sees adequately to read all job-related materials.
- Communicates effectively in both oral and written modes.
- Intermittently reaches above and below shoulder level to reach books, files and reports on shelves and in filing cabinets.
- Grasps electronic equipment, books and documents with right and left hands.
- Works indoors in an environment subject to heat/cold and fragrances such as perfumes.
- Walks on uneven surfaces
- Stand or sit for prolonged periods of time
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Work indoors in an office environment subject to heat/cold and fragrances

Training and Experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities is:

- Advanced education or training in the field of social work, psychology, and education or case management experience relating to counseling youth; and providing supportive services to program participants.

LICENSE

- A valid Class C California Driver's License and a safe driving record.