

## **INTERLOCAL ASSOCIATION**

### **Job Description**

**Job Title:** Career Services Advisor (Youth)  
**Office:** County Office  
**Supervisor:** County Coordinator/Business Recruiter  
**Status:** Non-Exempt, Classification 3

### **Job Summary**

Youth Career Services Advisor (YCSA) provides a wide variety of employment and training services to youth, focusing on assessment of skills, abilities and aptitudes, and service plans to prepare them for post-secondary training, and/or work. Job search training and assistance will be provided to those who are job ready. Networking and community contacts with appropriate organizations on behalf of youth will be preformed on a regular basis.

### **Essential Job Duties**

- Works directly with Youth Services Advisor Team Lead on programming and performance goals.
- Completes applications and related forms to establish eligibility utilizing the mandatory tracking system.
- Completes vouchers and vendor authorization forms for payments to or on behalf of clients.
- Counsels youth to establish goals and prescribe steps for developing and implementing individual service strategies; makes referrals to appropriate agencies.
- Keeps timely, accurate case notes in electronic tracking system for all enrolled participants.
- Explains special employment program eligibility, laws, regulations, and grievance procedures to participants and may conduct group workshops or group counseling sessions relating to job attitudes, job search, interview conduct, etc.
- Administers appropriate tests to youth to identify personal interests, aptitudes and skills, as needed. Interprets and discusses results with youth.
- Maintains current information on training institutions (and is aware of minimum training program entry requirements) and labor market forecasts for the selection of training programs.
- Guides participants based on identified aptitudes and interests to areas that will ultimately result in gainful employment in occupations in demand.
- Engaged with youth serving organizations in the community, for the purposes of recruitment of youth and coordination of services.
- Will develop internships and work experience opportunities for youth.
- Coordinates placement and other activities with DWD Wagner-Peyser staff, and WorkOne staff, and assists youth as needed with registration in the State job matching system.
- Works as part of the youth service team to meet WIOA program goals and other goals as established by the Region and/or State.

- Works as part of the WorkOne services team in scheduling and coordinating activities.
- Works with other state or private agencies on special programs and training opportunities.

#### **Other Duties**

- May attend meetings and/or serve on committees of other community organizations that provide services to mutual participants.
- May attend training or meetings sponsored by the State or others to update skills or information to better serve participants.
- Performs other related employment and training work as required.

#### **Working Conditions**

Works most of the time in a well ventilated modern office. Performance of duties will require travel within the assigned county/counties and in and around Region 5. Works standard 8:00 am to 4:30 pm, but hours may be adjusted as needed, not to exceed 40 hours per week.

#### **Education**

Bachelor's Degree in related field. At least one year as an employment and training professional, human resources administrator, or related professional work experience. Demonstrable experience in a responsible position requiring independent judgment. Related work experience may substitute for the four year bachelor's degree.

#### **Communication**

Oral and written communication skills should demonstrate the ability to write letters, memos, report, train staff and speak to groups.