

SkillSource
JOB DESCRIPTION

CAREER & TRAINING SPECIALIST

POSITION: Youth Career & Training Specialist
AREA: Grant and Adams Counties
OFFICE: 309 E Fifth Avenue, Moses Lake, WA, Washington
WAGE RANGE: \$24.10 - \$32.43 Per Hour
CLASSIFICATION: Full Time Non-Exempt Employment
REPORTS TO: Youth Career & Training Manager

POSITION SUMMARY:

SkillSource is a mission-driven nonprofit organization that helps people build new careers and businesses build strong teams through skills training, education, and employment opportunities. SkillSource partners with local employers to recruit, hire, and train strong teams through a variety of Business Services. The Career & Training Specialist will outreach and engage with a diverse range of business and career seekers within Grant and Adams Counties.

The ideal candidate for this position is connected to the community, understands youth needs, and is focused on building relationships. They have a dedicated interest in helping youth through training and developing the workforce. They have a genuine passion for mentoring youth, are skilled in performing outreach and engagement activities and are dedicated to helping youth overcome barriers to find meaningful career pathways.

The Youth Career & Training Specialist is responsible for providing a full range of personnel and training services to SkillSource youth and business customers. These services include, but are not limited to: building customer relationships, developing training positions with local businesses, assisting employers with employee skill assessments, planning training, coordinating project based learning, creating and instructing workshops/seminars, recruiting program customers, determining and verifying eligibility, assessing skills and barriers, conducting career/vocational counseling, and entering and maintaining customer records in management information systems. Additionally, the Youth Career & Training Specialist works with minimal supervision and self-direction to complete established goals and objectives.

ESSENTIAL FUNCTIONS

- Contacts and meets with employers to develop training sites and plans and to promote SkillSource services; Makes multimedia presentations.
- Establishes and maintains working relationships with educational and training institutions, employers, other public agencies and community-based organizations for recruitment and training purposes; Makes presentations and participates as a member of advisory committees, service clubs and related associations to promote and/or coordinate SkillSource services.

- Recruits youth customers and promotes SkillSource services; facilitates orientation and communicates SkillSource service information in individual and/or group settings. Refers youth to other resources and services.
- Packages custom education and job training activities that maximize each youth's competency achievement and employability development; coordinates project-based learning.
- Develops training contracts when appropriate; negotiates and writes training contracts; facilitates supervisor, trainer, and youth orientation and communicates program activity rules and regulations.
- Researches, plans, organizes and delivers workshops and seminars to youth and employers; selects and/or develops and distributes training aids such as instructional material, handouts, evaluation forms and visual aids; sets-up and operates audiovisual equipment.
- Enters and maintains customer data in multiple management information systems and web-based applications; operates several computer applications.
- Conducts intake interviews and applies appropriate federal, state and local guidelines to determine eligibility for program and/or type of services; gathers and compiles eligibility documentation and communicates eligibility determination outcomes to youth. Communicates information on local complaint resolution policy and equal opportunity to all youth.
- Conducts individual assessment and evaluation of a youth's overall employment and academic needs through in-depth counseling sessions; assesses and identifies educational and employment barriers and guides appropriate behavior expectations.
- Develops individualized written employability and career plans with youth, independently or in coordination with other service providers, that provides for needs such as occupational/aptitude testing, training, employment assistance, supportive services, health and medical care.
- Discusses and develops employment and/or training plans with youth; administers and interprets skill, interest, and aptitude assessments and tests; participates in case staffing.
- Develops and maintains employability plans that include multiple customer service strategies that maximize organizational performance outcomes.
- Motivates youth to achieve educational and/or employment goals; documents progress and updates and adjusts learning and career plan as necessary.
- Develops and maintains up-to-date youth files that contain eligibility documentation, employability plans, assessments, training activity documents and contracts, evaluations, counseling notes, time sheets/attendance forms and other related information.
- Authorizes, evaluates and monitors supportive service vouchers and training activity expenditures; monitors time sheets and other related documents.
- Provides follow-up counseling and assistance to youth who have been placed into a training activity or unsubsidized employment. Travels to training sites for follow-up and monitoring purposes.

NON-ESSENTIAL FUNCTIONS

Performs other duties as assigned.

REQUIREMENTS, SKILLS & ABILITIES:

- Effective verbal and written communication skills.
- Work effectively as a team member.
- Strong interpersonal skills including the ability to effectively manage relationships with a diverse group of individuals.
- Ability to develop positive relationships with youth, adults and local businesses.

MINIMUM QUALIFICATIONS:

1. Bachelor degree in related field such as training and development, business, marketing, communications, personnel administration, education, psychology, counseling, human resources or other social science field. **OR** Associate degree (any discipline) and two years experience providing business development & outreach, marketing, training, case management, counseling, or other direct services to employers or employees and/or at-risk individuals. **OR** Possess a combination of education and direct job experience that clearly demonstrates the knowledge, skills and abilities to perform the essential duties of the position.
2. One year work experience with computer applications; Microsoft and Google products.
3. Ability to speak & read Spanish strongly preferred.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee is required to be present on a regular, reliable, and routine basis. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the Job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low. Work is performed mostly indoors in an office setting with some travel locally and travel throughout North Central Washington.

EQUIPMENT OPERATED:

Computer, phone, scanner, calculator, projector, copier, and camera

OTHER REQUIREMENTS:

Personal transportation, valid Washington State Driver's License and current automobile insurance.

Completed application and resume required. To apply, complete application and upload resume online at <https://www.skillsource.org/employment>. Position open until filled.

SKILLSOURCE - 240 N. Mission, Wenatchee, WA 98801, 509-663-3091, WA Relay 711

SkillSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay 711.