

SkillSource
240 North Mission Street
Wenatchee, WA 98801
509-663-3091
WA Relay Service 711

Job Description

YOUTH CAREER & TRAINING SPECIALIST

POSITION: Youth Career & Training Specialist

AREA: Chelan and Douglas Counties

OFFICE: Wenatchee, Washington

WAGE RANGE: \$21.82 - \$29.24 Per Hour

CLASSIFICATION: Temporary, Full Time Non-Exempt Employment

NORMAL WORKING HOURS: 40 hours per week.
Employee will follow SkillSource's employment guidelines & procedures.
**This is a temporary position from April to August 2024.

IMMEDIATE SUPERVISOR: Youth Career & Training Manager

POSITION SUMMARY:

The temporary Youth Career & Training Specialist is responsible for providing meaningful training and other services to students with disabilities. Pre-ETS (Pre-employment Transition Services) is a program funded through the Department of Vocational Rehabilitation (DVR) to provide pre-employment transition services to students. These services include, but are not limited to: building customer relationships, recruiting students with disabilities, determining and verifying eligibility, developing host training positions with local businesses, arranging career exploration activities such as job site tours, job shadows, and informational interviews. Assessing trainee interests and skills, conducting career/vocational counseling, facilitating workshops, and entering and maintaining records in management information systems. Additionally, the temporary 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 plans, promote SkillSource services, and coordinate host training sites and/or career exploration activities.

- Establishes and maintains working relationships with education institutions, employers, other public agencies and community-based organizations for recruitment and training purposes; Makes multimedia presentations to promote and/or coordinate SkillSource services.
- Recruits youth and promotes SkillSource services; facilitates orientation and communicates SkillSource service information in individual and/or group settings. Refers youth to other resources or services if needed.
- Conducts individual assessment and evaluation of youth's overall employment and academic needs through counseling sessions; assess and identifies training needs and employment barriers and corrects inappropriate behavior.
- Discusses and develops employment and training plans with youth; administers and interprets skill, interest, and aptitude assessments; participates in case staffing.
- Maintains up-to-date customer files that contain eligibility documentation, employability plans, assessments, training activity documents and contracts, evaluations, time sheets/attendance forms and other related information.
- Develops training contracts when appropriate; facilitates supervisor, trainee, and customer orientation and communicates program activity rules and regulations. Collects time sheets and other related documents.
- 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.
- Provides counseling and assistance to youth who have been placed into a training activity. Provides input and implementation strategies for corrective action plans to ensure successful completion of training activities. Travels to training sites for follow up and monitoring purposes.
- Enters and maintains customer data in local management information systems.

NON-ESSENTIAL FUNCTIONS

Performs other duties as assigned.

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 providing business development & outreach, marketing, training, case management, counseling, or other direct services to employers or employees and/or experience with youth or adults with disabilities. Or four years directly related experience may be substituted for bachelor degree.
2. A valid vehicle driver's license, access to reliable transportation, automobile liability insurance as required, and willingness to travel at approved mileage reimbursement rate.
3. One year work experience with computer applications.

OTHER QUALIFICATIONS

1. Effective verbal and written communication skills.
2. Ability to develop positive relationships with youth, adults and local businesses.

This temporary position will begin April 2024 and end no later than September 2024.

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

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

