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**California Human Development**

**Job Description**

**EMPLOYEE MANAGER:**

**Job Title:** Youth Program Support Specialist  
**Department/DIVISION:** Farmworker Services & Workforce Development

**Reports To:** Senior Case Manager  
**FLSA Status:** Non-Exempt

**Location:** Lodi  
**Revised Date:** 12/27/2020

**Summary Description:** This position provides a variety of support to enhance the educational and personal development skills of participants. The Youth Program Support Specialist assists with the recruitment, certification, and enrollment of qualified youth under the Workforce Investment Act guidelines. This position also assists Youth Program Case Managers with overseeing the progress of the youth who are receiving educational, employment and personal development services from CHD and other agencies within the targeted County.

**DUTIES AND RESPONSIBILITIES:**

* Assist in planning and preparing workshops, including sending out invitations to presenters and participants, preparing agenda and material to be presented, securing venue for workshop and purchasing student incentives as necessary.
* Document youth participation in workshops in automated case management system.
* Compile and maintain reports of workshop attendance and share with case managers.
* Prepare application and enrollment forms according to program procedures.
* Assist in reviewing files for regular monitoring.
* Conduct follow up contacts and enter documentation in file.
* Assist with ordering and purchasing program supplies, vehicle rentals and booking university tours.
* Conduct pre-program orientations.
* Perform general office duties including typing, filing, photocopying, faxing and running errands as appropriate.
* Plan, coordinate, and when needed, drive youth to field trips or other events in vans rented by CHD.
* Provide follow-up services to youth for a twelve month period after they are exited from the program.
* Communicate with case managers to request and provide feedback on services needed and received.
* Maintain the ability to outreach to potential eligible youth.
* Recognizes confidential or sensitive material and acts accordingly.
* Possess a dedicated interest in serving disadvantaged people and possess a caring attitude towards fellow employees and clients served.
* Ability and desire to inspire motivate and lead individuals.
* Actively participate in the safety program and provide meaningful suggestions for working safely.
* Attend monthly meetings with funding sources to discuss implementation of the Youth Program.

**Supervisory Responsibilities**

None

**Required Skills and Abilities**

* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
* Ability to apply concepts of basic algebra and geometry.
* Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
* Ability to write reports, business correspondence, and procedure manuals.
* Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
* Ability to proficiently navigate the following:
  + Microsoft Office (Word, Excel, Outlook, etc.)

**Education and/or Experience**

* High school diploma or general education degree (GED);
* One to three months related experience and/or training;
* Equivalent combination of education and experience.

**Certificates, Licenses, Registrations**

* Must possess a valid California drivers’ license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.

**Physical Requirements**

Regularly*:* Use hands to finger, handle, or feel; Reach with hands and arms

Frequently: Stand, walk, sit; climb or balance, stoop, kneel, crouch, or crawl

Occasionally: Lift up to 50 pounds

Vision: Close vision (clear vision at 20 inches or less)

**Work Environment**

Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, and management.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_