

## **YOUTH EMPLOYMENT SERVICE**

### **Program Leader Job Description**

**Our Program:** Youth Employment Service (YES), one of the Youth Bureau programs, provides a variety of programs for teens in Tompkins County, including one-on-one job search assistance, work-readiness skill-building, subsidized work experiences, trainings for youth and adults, and activities to build youth civic engagement and peer leadership. Our mission is to empower teens to grow into flourishing adults.

### **Case Management and Programming**

- Interview teens to assess individual strengths and needs as well as determine appropriate program participation.
- Complete and track intake process for participants on your caseload.
- Job coaching, support, referral of program participants to potential job opportunities.
- Help participants develop target goals and action plans.
- Follow up with program participants regarding job search efforts.
- Keep the Now Hiring list up to date via regular contact with local businesses.
- Disseminate the list to teens who are looking for private employment.
- Plan and conduct training sessions, workshops, and activities for groups of participants.

### **Subsidized Employment**

- Identify and complete intake of potential teen workers (including interview, references, and documentation collection).
- Identify worksites, orient them to program guidelines and expectations, and set up placements with the supervisor and the teens.
- Assist teens and families with completing the necessary paperwork.
- Conduct regular visits with teens and supervisors at the worksite.
- Maintain case notes, rubrics, evaluations, progress reports throughout the placement.
- Work with payroll staff and supervisors to ensure teens are paid correctly and in a timely fashion.
- Provide teens and worksites with clear communication throughout the work experience and at the closing of the experience.
- Maintain and nurture relationships with worksite partners, and work with the YES Team to develop new opportunities and partnerships.

### **Outreach**

- Conduct regular recruitment and outreach to potential YES participants at schools and community agencies.

- Support ongoing recruitment, advertising and public relations efforts.
- Connect to local businesses as needed.

### **Data and File Management**

- Maintain relevant computer and paper records for all program participants on caseload. This includes case notes, evaluations, progress reports, job placements, and workshop documentation.
- Update individual records in a timely fashion.
- Maintain systems in an orderly fashion and assist with filing, archiving, restocking documents as needed.
- Communicate proactively with the team using

### **YES - General**

- Field walk-in and phone call requests and questions. Work with colleagues and supervisor to resolve any issues that arise.
- Maintain a neat, orderly office environment that is welcoming to all visitors.
- Attend and participate in YES Staff, IYB, and other meetings as required.
- Work collaboratively with colleagues and community members to support teens and the YES program toward success.