



Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

website: www.ivrop.org

Edwin P. Obergfell
Superintendent

ANNOUNCEMENT OF POSITION VACANCY

March 22, 2017

TO: Candidates and Placement Agencies

VACANCY: **Youth Development Specialist, Project Éxito III**
1 Full-time position limited-term assignment
Bilingual preferred
Position(s) contingent upon funding

LOCATION OF JOB: Imperial County, CA

APPLY AT: Imperial Valley Regional Occupational Program
687 State Street, El Centro, CA 92243
Office (760) 482-2600 or at
www.edjoin.org

DEADLINE FOR FILING: April 4, 2017, 5:00 pm, or until filled

SALARY: \$2,477 - \$3,011 per month
Depending on qualifications

IMMEDIATE SUPERVISOR: Luis De La Torre, Project Coordinator

INTERESTED QUALIFIED APPLICANTS SUBMIT: 1) Completed Classified Application Form
2) Resume of Education and Work Experience
3) Cover Letter

***NOTE: Only original applications will be accepted. No faxed copies or postmarks will be accepted.
Application must be submitted directly to IVROP Administrative Office or on edjoin.org.***

IVROP recommends a National Career Certificate for all applicants to this position.

The IVROP shall require that each new employee obtain a medical, pre-employment physical examination and testing for drugs from a licensed medical doctor or provider chosen by the IVROP at the IVROP's cost. The examination results remain confidential.

To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY

IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM
YOUTH DEVELOPMENT SPECIALIST

PURPOSE

Under the supervision of the Project Coordinator, the Youth Development Specialist will assist in the overall development of each youth through continuous intervention, linkage, and follow up services for short and long term educational, skills training, and employment placement needs outlined in their individual plans. Youth Development Specialist will work with other staff and other agencies to increase youth opportunities to succeed in educational and career goals.

DUTIES AND RESPONSIBILITIES

The Youth Development Specialist will:

- 1) Collect, organize and analyze information about individuals through documents, assessments, interviews, professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for vocational and educational planning.
- 2) Develop with the participant, the individual development plan that matches individual interest to necessary sequence of academic, technical and/or occupational skill training as prescribed by the program.
- 3) Quarterly review of youth individual development plans to make necessary adjustments for youth to reach individual and program goals.
- 4) Provide youth with, and referral to, training services and skills building activities as outlined in the youth's individual development plan.
- 5) Link youth to appropriate agencies for services identified during the development of the individual plan.
- 6) Conduct and engage youth in youth development activities
- 7) Conduct work preparation and job matching services for youth.
- 8) Assure youth placement in long term employment, education, or training programs.
- 9) Monitor training, work performance progress, educational activities and/or challenges of each youth on case load through weekly contact and subsequent adjustment of individual development plan as deemed necessary.
- 10) Meet with youth as necessary to facilitate and encourage participation in individual plan activities, completion of activities, and goal attainment.
- 11) Assist youth to understand and overcome social and emotional problems. Make appropriate referral to community resources.
- 12) Provide follow-up activities, minimum once a month, for each youth for two years.

- 13) Enter required MIS data regularly, promptly, and accurately.
- 14) Continually track youth progress and participation in computerized tracking system to monitor youth's progress according to their individual plan.
- 15) Maintain case files containing all required documents and information and a complete record of youth activities and progress along with required back-up documentation.
- 16) Complete and submit accurate reports on a timely basis according to established schedules.
- 17) Meet all required performance standards.
- 18) Participate in staff development opportunities and staff meetings.
- 19) All other duties as assigned.
- 20) Operates standard office equipment including the use of software applications appropriate to assignments. Uses English in both written and verbal form, uses correct spelling grammar and punctuation.

MINIMUM QUALIFICATIONS

- Analytical, critical thinking and investigative skills.
- Strong community resource connections.
- Proficient computer skills and use of spreadsheets, preferably Excel.
- Ability to type 45 wpm.
- Ability to adapt to change.
- Ability to work some evenings and weekends.

REQUIRED QUALIFICATIONS

- B.A. or B.S. in Social Science, Sociology, Psychology, Counseling, Education, Business; or A.A. or A.S. degree and two years experience in related field.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Criminal Justice Fingerprint Clearance, Tuberculosis Screening, Valid Driver's License and Evidence of Insurability.