

OPERATION FRESH START, INC.
JOB DESCRIPTION
DEADLINE: Due Monday, April 15th, 5 PM

COVER LETTER AND RESUME REQUIRED

POSITION: Youth Transition Coordinator

REPORTS TO: Education Manager

PURPOSE: The Youth Transition Coordinator will work for Operation Fresh Start, in coordination with a case management team to provide disconnected youth of Dane County, a path to self-sufficiency. Specifically providing pre-employment training; real-world career and post-secondary exploration; assistance with job placement and retention; and follow-up monitoring and documentation.

HOURS: Full-time (40 hrs/week). Work hours are from 7:15 a.m. – 5:15 p.m., M – TH

WORK ENVIRONMENT: The primary office for this position will be at Operation Fresh Start and will include some travel to other locations in Dane County. This position may also require meeting with individuals in neighborhood settings. Operation Fresh Start conducts several background checks prior to employment. Criminal background does not necessarily preclude employment at Operation Fresh Start.

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in Human Service or related field with a minimum of one (1) year of experience; **OR** Minimum of five (5) years of experience in related professional field working with low-income, multicultural high-risk older youth and knowledge of community resources
- Ability to bond and relate to low-income, multicultural, disconnected youth (ages 16 to 24).
- The ability to communicate, both verbally and in writing, with diverse groups ~~including~~
- Strong computer and organizational skills for collecting data performance
- The ability to coordinate, manage, and sustain a large caseload.
- Professional disposition and acumen to establish and maintain effective working relationships with employers, partner agencies, and committees.
- Ability to work as part of a team, cooperating with supervisors and co-workers in order to provide the optimum service to our target population.
- Propensity to act as an advocate for connecting youth with supportive services not directly provided by OFS.
- Knowledge of trauma-informed service delivery approaches.
- Candidate must have a valid WI Driver's License with a good driving record and the ability to be an insured driver of an OFS vehicle to facilitate the transportation of youth.

DUTIES AND RESPONSIBILITIES

Case Management – Work with the Education Manager, the site supervisors, and the classroom teachers in the case management of a successful transition plan for each participant.

- Once determined eligible, determine service needs, beginning with core services and barrier identification.
- Assess participant's career interests, abilities, and values through Career Cruising and informal interviews.
- Work with graduating participants to assess individual needs for continuing OFS support.
- Maintain participant case files and case notes in multiple databases.
- Assist with participant enrollments if FSET and other benefit programs.

Career Development and Job Placement – Develop Career Cruising programming; career and labor market exploration activities and exercises, post-secondary tours, etc.

- Develop career opportunities in the public and private sector for graduating OFS participants.
- Develop a career action plan with the participant, supervisor and teacher.
- Assist participants in employment and/or post-secondary opportunities within chosen career path.
- Classroom and 1:1 instruction – facilitate potential career tracks that match participant's interest and skills, develop and practice habits and skills that will help participants be successful in their career.
- Help develop plan for pursuing their chosen career and/or job that might include setting up interviews, completing job applications, job leads and/or applying for schools.

Independent Living – Assess participant need for assistance with housing, legal, child care, and other independent living issues and assist participants in solving such problems.

- Assist participant to obtain driver's license and/or develop alternative means of transportation to work and/or school.
- Assist participant in developing a budget and financial literacy exercises.

Administrative – Become familiar with and provide follow-up requirements for various program grants (i.e. Pathways to Success Initiative, WIOA, IL, etc.).

- Document all contacts and effort to contact graduates.
- Provide required graduate information (employment status, type of employment, wage, school enrollment, etc.) to the Data Manager and Employment Services Director in a timely manner.
- Responsible for all required data collection and reporting. Enter into required database any significant participant activities such as enrollment in a workshop, training, support services, exit, and follow-up contacts within 24 hours of activity's occurrence (through electronic systems such as ASSET, Google Doc, etc. and manual).
- Prepares and reviews reports required by supervisor and funding sources (such as WIOA, YouthBuild, AmeriCorps, etc.).

Other – Work collaboratively with the College Advisor/Teacher when working with a graduate who is involved in both post-secondary and employment pursuits.

- Follow up on past participants to provide support and obtain data on job acquisitions and retention rates.
- Trouble shoot any current job site problems to help OFS graduates retain employment.
- Assist in a career development plan that will result in advancement within a workplace or career.
- Provide follow-up assistance while a participant is in any type of training program or on a newly acquired job, to assure retention and/or successful completion; Mediate between employer and participant/employee, as needed.
- Other duties as assigned by supervisor.

Please send resume and cover letter (limit 1 page) describing your relevant experience.

Operation Fresh Start is an affirmative action/equal opportunity employer

Women and minorities are encouraged to apply!

SUBMIT TO: MGleason@operationfreshstart.org