

Summer Youth Works Temporary Position: **ENROLLEE SERVICE SPECIALIST**

July 1, 2015 – August 14, 2015

Temporary without Benefits: 27.5 hours week @ 5.5 hours @ day

Salary: \$14.00 per hour

Overview and Essential Duties:

This is service delivery work for the Summer Youth Works (SYW) program under the direction of the Mayor's Office of Employment Development (MOED). Work involves direct contact with field worksites, addressing work place problems and payroll issues. All assignments are carried out in accordance with City and Agency procedures and policies. Work is performed under the supervision of the SYW Unit Supervisor.

- Perform as the liaison between the SYW office and the employer worksite
- Visit worksite supervisors prior to the start of the program to review policies, procedures, and other key items; distribute materials including time sheets, paychecks, accident report forms, and other required forms
- Establish a weekly schedule for the delivery and pick up of necessary paperwork
- Visit assigned worksites at least two (2) to three (3) times per week
- Verify SYW enrollee folders contain all required documents (Completed I-9's; Work permits; Application, W4's, etc.)
- Verify youth worker information is a match to and for the employer
- Review daily (hardcopy) worksite attendance sheets and verify attendance is posted correctly
- Distribute enrollee checks and identification (ID) card
- Meet as needed / requested with worksite supervisor to resolve enrollee problems and document all worksite issues, concerns or problems in SYW file folder
 - complete bus pass distribution to summer youth workers
 - verify financial responsibility training occurs at all worksites for SYW, either by worksite supervisor for sites with less than 10 SYE or by Wells Fargo; submit pre and post test results and training certificates for SYW records.
 - Resolve worksite problems and/or refer them to the unit supervisor; document worksite issues on the Visitation Form
- Notify worksites supervisor of youth who must be terminated due to non-compliance with Summer Job performance standards
- Perform other duties as assigned

Qualifications:

- BA in Human Services and three (3) years of experience or AA with five (5) years of experience or any related combination of education and experience in Human Services
- Must be flexible to hours as required for payroll distribution process as directed
- Must be capable of completing data entry and search functions using agency, city and state software programs; advanced beginner skills in MS Office products, specifically MS Excel
- Must have a valid, unexpired *Maryland* driver's license
- Must be willing to use personal vehicle during summer youth temporary assignment for the completion of assigned duties on a daily basis as needed



Special Note(s):

- Standard work hours for this position are Monday through Friday 9:00am – 3:00pm
- This position is required to work extended hours for three (3) payroll distribution days, normally on Thursdays, between July and August.