



Summer Youth Works Temporary Position: **(4) Job Coach**

Evening Training 15 hour's week @ 3 hours @ day

June 12, 2017 – June 18, 2017

Position begins: June 19, 2017 – September 8, 2017

Temporary without Benefits: 35 hours week @ 7 hours @ day
Salary: \$15.00 per hour

Overview and Essential Duties:

This is a *customer development position*, which is an approach to working with young people between the ages of 16 to 21 years of age defines goals (outcomes) based on capacity, strengths and developmental needs of Hire One Youth (H1Y) participants. Work involves assisting Hire One Youth participants with retention skills; placement coordination and follow-up after placement. Job Coaches will be assigned to each hiring organization/ employers to answer questions and serve as a direct link to H1Y program. Also, visit the worksites to provide encouragement and support to H1Y participants to ensure a positive work experience

- Provides group and individual sessions to support H1Y participants' job preparedness and post placement (e.g., awareness of work ethics; addressing family dynamics that create barriers to successful employment; developing a professional presentation.
- Provides individual sessions to support job retention.
- Ensures comprehensive assessment, career counseling and case file management.
- Meets with employers and human resource directors, maintains excellent employer/customer relations, anticipates participants' needs, assesses participants satisfaction, offers support services so that customers are adequately trained, and supported on-the-job.
- Visits with customers on-the-job, observes work habits and relationships, meets with supervisors, addresses any barriers to success, and encourages productivity and upward mobility.
- 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

Qualifications



- A Bachelor's degree from an accredited college or university with major coursework in counseling, social work, education, vocational rehabilitation, job development or related human service field.
- Must be willing to use personal vehicle during summer youth temporary assignment for the completion of assigned duties on a daily basis as needed
- Two years of related vocational or job rehabilitation experience.
- Or, any equivalent combination of acceptable education and experience.

Special Requirements:

- Maryland driver's license and daily access to an automobile.
- Criminal Background Investigation.
- Standard work hours for this position are Monday through Friday 8:30am – 4:30pm