



## **Assessment Staff** **Job Posting Announcement**

**Posting Date:** January 11, 2021

**Compensation:** \$19.00/hr.

**Dates of Employment:** January 25, 2021 thru June 25, 2021

**Location:** Hybrid ~ Telework & Onsite at 100 West 23rd Street Baltimore, Maryland 21218

### **About City of Baltimore, Mayor's Office of Employment Development:**

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. At MOED, we view our mission broadly to deliver *economic justice to our city!* To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Baltimore YouthWorks Summer Jobs Program is one of the largest summer jobs initiatives in the nation. For the past 5 years, the goal has been to offer 8,000 City youth an opportunity to work and earn wages during the summer months. Built on the unspoken expected reality that a large percentage of black and brown youth would have unequal access to a summer job because of structural and institutional racism, YouthWorks prioritizes those most impacted – youth receiving public assistance, low wage families and youth connected to the Department of Juvenile Service.

### **Position Overview:**

This is a service delivery position where work duties involve direct management of a youth work unit. Assignments are carried out in accordance with Baltimore City (COB) and the Mayor's Office of Employment Development (MOED) - Youth Services Division procedures and policies. Work is performed under close supervision of a MOED administrative superior.

### **Essential Duties and Responsibilities:**

- Support in the coordination and management of the registration process, operations, department flow and YouthWorks Online System
- Support Unit Supervisor in providing instructions to staff and relay policies and procedures
- Generate correspondence, routine internal reports, progress reports regarding continuity of operation processes staff work assignments and mentor/coach staff
- Perform a pre-quality review of youth verification folders
- Represent the Agency and customer service philosophy, policy and procedures with the utmost integrity
- Conduct virtual youth Interviews and complete registration process using standard format provided. Verify required personal and educational data of registered youth application, support youth in completion of required uploaded documents. Complete the data entry process into YW system.

- Control inventory of program supplies, operation materials and tracking system of laptops
- Assist with coordination of YW Events
- Assist with the identification of quality worksites and conduct worksite tours as necessary
- Demonstrate analytical skills, adapting readily to changing priorities, must be able to multi task.
- Represent the Agency and customer service philosophy, policy and procedures with the utmost integrity
- Perform other related work assignments as directed

**Knowledge, Skills and Abilities:**

- Bachelors in Human Services and 3 years of experience working in human services field and / or equivalent education and experience
- Solid knowledge of completing data entry and search functions in using agency, city and state software programs including all operating YW procedures
- Skilled in the use of software application programs to include: MS Word, MS Excel and Internet search capabilities
- Proficiency in various virtual communications platforms such as WebEx, Zoom, Google Meets and Microsoft teams
- Ability to speak and converse with multiple sized audiences either in-person or virtually as applicable
- Solid time management and customer service skills to effectively manage multiple priorities
- Solid interpersonal communication skills to include verbal and written, active listening, critical thinking and counseling skills
- Solid skills to quickly evaluate service delivery issues and identify resolution
- Must have a valid, unexpired *Maryland* driver's license
- Must be willing to use your personal computer equipment and personal phone equipment as applicable and when required
- Must be willing to use personal vehicle during summer youth temporary assignment for the completion of assigned duties on a daily basis as needed

**Minimum Required Education and Experience:**

- Bachelors in Human Services and 3 years of experience working in human services field and / or equivalent education and experience

**Additional Requirements:**

- Access to a computer or laptop with a microphone and camera and high-speed internet capabilities
- Ability to pass a mandatory criminal background check and drug screen
- Ability to work hybrid scheduled: onsite 2 days & virtually 2 days; subject to change in accordance to CDC and government compliance.
- Must be flexible to work mornings and Saturdays when directed
- Standard work schedule for this position is 8:30am to 4:30pm
- As directed by Program Manager and Program Coordinator, staff hours may occasionally be shifted to 8:30AM to 4:30PM

Interested applicants may apply via this [link](#).

**City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider**