



## **Field Monitor** **Job Posting Announcement**

**Posting Date:** 04/20/2021

**Compensation:** \$17.00/hr.

**Dates of Employment:** June 14, 2021 thru August 20, 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 customer development position, which is an approach to working with young people between the ages of 14 to 21 years of age defines goals (outcomes) based on capacity, strengths and developmental needs of private sector participants. Work involves direct contact and virtual visits with youth participants and worksites, with retention skills; placement coordination and follow-up after placement. ESS will be assigned to worksites to answer questions and serve as a direct link to YouthWorks program. Also, visit the worksites to provide encouragement and support to youth participants to ensure a positive work experience

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

- Virtually meet with Worksite Supervisors prior to start of the program to review policies, procedures, etc., and to ensure all program materials are available to the worksite
- Establish and schedule weekly virtual and in-person visits with the Worksite Supervisors at least 2 to 3 each week
- Reviewing daily attendance records for participants
- Supply in-person worksites with all required forms and communications, and advising of deadlines;

- Completing the Worksite Activity Review Form (WARF) as part of the worksite and participant monitoring
- Completing status change forms as appropriate
- Resolve worksite problems under the direction of the Unit Supervisor; documenting all worksite issues on the WARF;
- Review and approve timesheets for accuracy at the end of each pay period
- Ensure MTA Charm Cards are provided to in-person participants and list on tracking tool and receipt/signature is on file
- Perform other duties as required

**Knowledge, Skills and Abilities:**

- Proficiency in various virtual communications platforms such as WebEx, Zoom, Google Meets and Microsoft teams
- Must be computer literate with a strong working knowledge of MS Excel and Google Docs
- Must be capable of completing data entry and search functions using agency, city and state software programs.

**Minimum Required Education and Experience:**

- 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

**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 & virtually 3; Subject to change in accordance to CDC and government compliance.
- Standard work hours for this position are Monday through Friday 8:30am – 4:30pm, some Saturdays and evenings may be required.

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

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