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**PRE-SUMMER:**

Summer Youth Works Temporary Position: **ASSESSMENT STAFF**

(12) January 19, 2021 – April 2, 2021

(3) January 11, 2021 – June 11, 2021

Temporary without Benefits: 5 days/35 hours a week / 7 hours a day

Salary: \$ 15.00 per hour

**Overview and Essential Duties:**

This is service delivery work for the Summer Youth Works program. Work is completed under the supervision of an Administration Unit Supervisor. Position duties include, but are not limited to the following:

- 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.
- During the virtual verification appointment, assess the capabilities of the registered youth and provide a written case note in the YW Online System.
- Ability to meet the daily interview quota.
- Become proficient in the YW system and all operating functions.
- Requires routinely set up and break down of materials and equipment. This job requires occasionally lifting items weighing 20-25 lbs.
- Able to operate office equipment such as fax machine, printers, copiers, scanners and computers.
- Represent the Agency and customer service philosophy, policy and procedures with the utmost integrity.
- Demonstrate analytical skills, adapting readily to changing priorities, must be able to multi task.
- Perform other related work assignments as directed

**Qualifications:**

- Two years of related youth work experience
- Must be capable of completing data entry and search functions using agency, city and state software programs.
- Skilled in the use of software application programs to include: MS Word, MS Excel and Internet search capabilities
- Detail oriented and ability to maintain confidentiality
- Excellent oral and written communication skills.
- Must have reliable transportation on a daily basis.
- Must be willing to use your personal computer equipment and personal phone equipment as applicable and when required
- Fluent in French and/ or Spanish highly desirable or preferred.

**Special Note(s):**

- Criminal Background Investigation
- Must be flexible to work mornings when directed
- Mandatory one week training (1/11 – 1/15) 8:30am to 4:30pm
- Standard work schedule for this position is 12:00pm to 8:00pm: January through March



- As directed by Program Manager and Program Coordinator, staff hours may occasionally be shifted to 8:30AM to 4:30PM