
Summer Youth Works Temporary Position: **(2) EMPLOYMENT SPECIALIST**

January 8, 2018 – June 29, 2018

Temporary without Benefits: 5 days @ week / 7 hours @ day

Salary: \$13.00 per hour

Overview and Essential Duties:

This is service delivery work for the Summer Youth Works program under the direction of the Mayor's Office of Employment Development (MOED). Work involves direct advocacy, case management and employability of City of Baltimore (COB) youth registered for the summer jobs Youth Works program. Work is performed under the supervision of the Hire One Youth (**H1Y**) supervisor. Position duties include, but not limited to the following:

- Interview and register youth for summer jobs via YouthWorks Online System
- Develop H1Y job placements
- Match youth from the H1Y pool with the H1Y employers
- Responsible for the accurate completion of job orders, and determining the employer payment options
- Responsible for arranging and/or scheduling interview appointments that are conducive to both the H1Y employers and youth
- Track HIY through Kidsmart system, maintaining interview status, date of hire and all related case notes in the reporting system as directed
- Maintain an updated list of active job orders to manage H1Y job openings
- Assist in preparation and execution of career fairs for the H1Y and H1Y employers
- Provide weekly written and verbal reports to HIY supervisor on status of the youth and employers using MS Excel
- Provide job readiness workshops with the youth
- Provide follow-up on youth placed
- Provide follow-up on employers who hired youth within 48 hours of a scheduled interview. Follow up with candidate to insure he/she follow-ups with the employer regarding the disposition of the interview via email and telephone conversation.
 - Specialist to contact the youth through email and telephone immediately following the interview for his/her remarks on the outcome of the interview. All updates submitted to the H1Y Supervisor immediately following the status.
- Perform other related work assignments as directed

Qualifications:

- Must be flexible to work evenings and Saturdays when directed
- AA degree program in counseling or a related field and two years of related youth work experience or equivalent experience
- Must be capable of completing data entry and search functions using agency, city and state software programs.
- 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 schedule for this position is Monday through Friday, 8:30am – 4:30pm