

Northwest Wisconsin CEP
is accepting applications for a
Youth Services Specialist

LOCATION:

Ashland CEP Office, Superior CEP Office, Park Falls CEP Office, or the Spooner CEP office with frequent travel throughout the Northwest Wisconsin CEP service area

POSITION DESCRIPTION SUMMARY:

The Northwest Wisconsin Concentrated Employment Program (Northwest Wisconsin CEP) is a private non-profit company dedicated to strengthening the economy in Northwestern Wisconsin by providing effective and efficient workforce development services to employers and job seekers. Northwest Wisconsin CEP has an opening for a Youth Services Specialist (YSS). The YSS is responsible for designing, implementing, and coordinating workforce development programs that aid youth in completing education levels, finding employment, and gaining marketable skills. Responsibilities include organizing and engaging youth with programs such as Youth Apprenticeship, YouthBuild, Rescue Divas, Mythbusting Manufacturing, Diva Tech, and other career exploration programs. Additionally, the YSS oversees the Crex Meadows Camp (Grantsburg, WI) during the summer months and supervises all associated staff. Frequent visits to the site during operation is required.

Please see the full job description for more complete details, responsibilities, and duties.

EDUCATION/EXPERIENCE:

Candidate must have a BS/BA from a four-year college or university; or one to two years related experience and/or training; or an equivalent combination of education and experience.

WAGE:

Salaried; \$35,700-\$37,000 per year (37.5 hours per week)

SCHEDULE:

Flexible schedule option available to equal 37.5 hours per week or 75 hours per pay period.

BENEFITS:

Health Insurance, Dental/Vision HRA, Life Insurance, Long-term Disability Insurance, cooperative employer/employee retirement plan option, generous vacation, sick leave, and flexible scheduling

HOW TO APPLY:

Visit <http://www.nwcep.org/cep-employment-opportunities> for details on application requirements and the online application. This position will remain open until filled, with the first review of applicants taking place on December 30, 2019. Position is subject to a criminal background check upon job offer. Questions may be directed to:

Skyler Dural-Eder
Human Resources Director
Northwest Wisconsin CEP
422 3rd Street West, Suite 200
Ashland, WI 54806
(715) 682-9141 x. 115
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Northwest Wisconsin CEP Job Description

Job Title: Youth Services Specialist
Department: Operations
Reports To: Regional Manager
Location: Any Regional CEP Office
Prepared by: Skyler Dural-Eder
FLSA Status: Exempt, salaried
Effective Date: 12/1/2019

SUMMARY

The Northwest Wisconsin Concentrated Employment Program (Northwest Wisconsin CEP) is a private non-profit company dedicated to strengthening the economy in Northwestern Wisconsin by providing effective and efficient workforce development services to employers and job seekers. Northwest Wisconsin CEP has an opening for a Youth Services Specialist (YSS). The YSS is responsible for designing, implementing, and coordinating workforce development programs that aid youth in completing education levels, finding employment, and gaining marketable skills. Responsibilities include organizing and engaging youth with programs such as YouthBuild, Rescue Divas, Mythbusting Manufacturing, Diva Tech, and other career exploration programs. Additionally, the YSS oversees the Crex Meadows Camp (Grantsburg, WI) during the summer months and supervises all associated staff. Frequent visits to the site during operation is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned or tasks may be modified to reflect changes or growth within the program at any time.

PROGRAM DEVELOPMENT AND SUPPORT

- Ascertain the workforce development and career exploration needs of in-school and out-of-school youth (up to age 24) and seek to design creative solutions within the context of Northwest Wisconsin CEP's grants and other funding
- Collaborate with agency partners to design and deliver employment workshops and events to youth
- Manage and direct the Northwest Consortium of the State of Wisconsin Youth Apprenticeship Program
- Design, create, and implement recruitment strategies to include outreach and advertising activities, referrals, and cross referral programs for youth participation
- Oversee and manage all aspects of the Crex Meadows Summer Camp (Grantsburg, WI) including participant recruitment, staff recruitment, staff training, and activity planning with frequent on site visits required
- Design, deliver, and evaluate Crex Camp programming and activities that effectively mixes academics, basic work maturity lessons, employability skills, workforce skills, safety, and recreation
- Plan, promote, contract, and schedule all camp programming and activities
- Assist the Rescue Divas Project Director with all aspects of the Rescue Divas Camp (five day residential camp for girls focusing on Emergency Medicine careers) to recruit participants, staff, and presenters
- Work with Chippewa Fresh Start YouthBuild staff on participant recruitment, educational support, and case management
- Coordinate with career planners and other staff on various programs and placements to best fit participant needs

BUSINESS, PROGRAM, AND SCHOOL RELATIONS

- Work with school districts to encourage youth to participate in career assessments as a career exploration and job matching service
- Present various workshops related to employability and soft skills at local schools
- Work with schools, employers, vocational rehabilitation staff, and other partners to ensure that youth participants are making progress and attending programmatic activities

- Maintain and develop relationships with regional school districts and post-secondary educational institutions to promote youth programming and services
- Work with Vocational Rehabilitation staff on youth placements and support through the various VR programs

PROGRAM, PARTICIPANT, AND FUNDING MANAGEMENT

- Be knowledgeable in the Workforce Innovation and Opportunity Act (WIOA) youth services regulations and requirements
- Maintain compliance with all federal, state, and local laws, policies, procedures, regulations, and guidance
- Present information to potential youth participants regarding services and eligibility requirements in both group and individual settings
- Meet with, contact, and provide relevant services to participants per program policy, guidelines, and timelines
- Work with Northwest Wisconsin CEP leadership to seek appropriate funding sources and assist with the preparation of grant proposals for the purpose of accomplishing the youth program's mission and to create long-term sustainable revenue generation strategies
- Review performance reports and budgets to ensure youth activities are of the utmost quality and recommend actions if there is poor performance or unspent funds
- Develop and implement policies and procedures for Crex Meadows Camp, Rescue Divas Camp, and any other camps and ensure adherence to the policies and procedures
- Respond to any disciplinary issues that occur during any CEP sponsored youth event or camp
- Collect, approve, and submit timesheets for youth program participants and program counselors and staff
- Complete record keeping and case noting for participants in various youth programs including Crex participants, YouthBuild members, DVR participants, and others as assigned
- Prepare, maintain, and process and forms and paperwork accurately and promptly
- Ensure confidentiality of all files and records

EDUCATION and/or EXPERIENCE

Bachelor's degree from a four-year college or university; or one to two years related experience and training; or equivalent combination of education and experience

SUPERVISORY RESPONSIBILITIES

This position directly supervises employees at the Crex Meadows Youth Conservation Camp in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and comprehend instructions, correspondence, memos, and other documents. Ability to write and read various correspondence. Create narratives for grant reports with no errors. Ability to effectively present information in one-on-one and in small groups to project staff, participants, and other employees. Ability to deliver employment workshops and present information effectively before groups of people.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to monitor project costs and budgets. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to be aware of unsafe situations and remedy the issue accordingly.

COMPUTER SKILLS

Ability to use Windows based software programs such as Word, Excel, Access, Publisher, and PowerPoint. Ability to learn grant based reporting software.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license
- Insured and dependable vehicle
- Must meet agency insurability requirements

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and stoop, kneel, crouch, and lift floor to waist (50 lbs. max). An employee is seldom required to lift waist to overhead (50 lbs. max).

TRAVEL

Extensive travel is required within the Northwest Wisconsin CEP service delivery area.