



Position: Education and Employment Program Manager

Status: Full-Time Introductory Period: 90 Days

Benefits for Full-Time: Medical, Vision, Dental, and Life Insurance; Voluntary Benefits, and a 403B Retirement plan.

The Education and Employment Manager is responsible for increasing and design a program that increases the employability of Youth Emerging Stronger (YES) youth and managing the Education and Employment Program. The Program Manager will oversee a program through implementing groups and individualized job development programs including: case planning, curriculum instruction, individual coaching, role-modeling, and community activities. This individual will also oversee the educational needs of youth referred to the program by identifying and supporting educational opportunities including but not limited to Vocational studies, Trade School, Community College, and alternative style high schools. The Educational and Employment Manager will act as a liaison between YES Staff and the community, providing networks with outside vendors and maintaining relationships with them in order to identify and support job and internship placements. The Education and Employment Manager will ensure that all services are provided in accordance with the YES Mission Statement, Value Statement, Code of Conduct, and YES Policies and Procedures.

Job Duties and Responsibilities:

Employment

- Coordinate with Transitional Living Program (TLP) Case Managers to identify youth appropriate for referral to the Education and Employment Program.
- Design, implement, and facilitate job development groups and one-on-one coaching sessions for referred TLP youth who are seeking employment.
- Implement World of Work (WOW) job development curriculum.
- Assess youths' job development skills through assessments and readiness in order to develop case plan goals and guide interventions.
- Facilitate in-house and community internship program including: youth interviews, matches and evaluations.
- Supervise Activities Coordinator to ensure all tasks are completed in a timely manner
- Develop and implement a job readiness plan with TLP youth that includes but is not limited to steps to obtaining and keeping a job, resume writing, interviewing skills, and appropriate professional work attire.
- Coordinate group at least 1x/month supplying information regarding resources and employment opportunities for youth to all Case Managers.

- Oversee the evaluation process and stipend disbursements to youth participating in internships.
- Network with community members, employment programs, and businesses in order to build youth employment and internship opportunities.
- Participate in community collaboration groups to foster relationships with outside agencies.
- Create and lead a Bi-Annual career fair including community partners.
- Create and facilitate job development related events and outings for the youth including but not limited to Employment Day (E Day).
- Assist youth in securing and maintaining employment and provide youth with weekly job referrals.
- Identify important employment-related data and collect it through monthly statistical reports.
- Keep timely and accurate documentation of services provided via Electronic Health Record.
- Collects, analyzes and develops occupational statistical data.
- Complete appropriate documentation of files.
- Utilize Trauma Informed Care when working with youth.
- Ability to communicate effectively, verbally, and in writing.
- Ability to prepare and deliver job training sessions to all programs.
- Maintains highest standard of excellence in all relationships with management, colleagues, peers, auditors, and stakeholders.
- Any other assigned responsibilities relative to the ensuring programmatic compliance.

Education

- Identify educational/school goals for YES youth through the assessment of youth goals, motivation, learning style and psycho-social functioning.
- Assist in the creation and monitoring of academic case plans for youth; monitor case plan progress through GPA, credits, school attendance, etc.
- Inform youth of their educational rights and work with school liaisons to ensure educational rights are being honored.
- Develop academic accommodations and modifications to assist youth with learning disabilities; create targeted interventions for youth failing to meet attendance and promotion standards.
- Lead and organize groups on high school graduation, college admissions, financial aid, etc.
- Lead college campus tours and other institutions in order to provide enriching learning opportunities to youth.



- Coordinate group at least 1x/month supplying information regarding resources and educational opportunities for youth to all Case Managers.
- Keep timely and accurate documentation of services provided via Electronic Health Record.
- Any other assigned responsibilities relative to the ensuring programmatic compliance.

Qualifications:

- Masters in Social Work, Public Administration, or another Human Services Field required.
- Minimum of 2-year experience working in a residential, and/or mental health setting.
- Minimum of 1 year of Management experience
- Superb writing, assessment, planning and analytical skills.
- Must possess professionalism, and leadership.
- Exemplary attention to details.
- Ability to manage multiple priorities and meet deadlines in a timely manner
- Demonstrated problem solving ability.
- Experience working as part of a team, while also demonstrating initiative and ability to work independently.
- Satisfactorily fulfill the requirements for employment at the YES i.e. references, physical examination, criminal records clearance, etc.

Certificates/Licenses: Valid CA Driver's License (must pass insurance underwrites)

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as an exhaustive or comprehensive list of all possible job responsibilities, tasks, and qualifications required of employees to this job. Youth Emerging Stronger is an Equal Opportunity Employer.