

**PROGRAM SPECIALIST I JOB DESCRIPTION**

**General Statement of Duties:**

Responsible for the implementation and execution of the Workforce Innovation and Opportunity Act’s (WIOA) Out-of-School youth program objectives. The WIOA Out-of-School Youth Program is designed for youth ages 16-24. The Program Specialist will provide counseling, case management, and coordinate supportive services to eligible youth participants. This part-time position will work in conjunction with the Career Coach.

**Responsibilities:**

* Conduct outreach and recruitment activities for youth program participants
* Determine eligibility as defined by the WIOA requirements
* Complete participant enrollment, including collection of required documentation
* Maintain participant attendance records, files, and accurate case notes
* Administer Test for Adult Education (TABE)
* Coordinate supportive services that will assist the participant with attendance and participation in program activities and make referrals to partnering agencies as appropriate
* Review all attendance records, work experience timesheets, request for supportive services, and request for incentives for accuracy
* Develop an Individual Service Strategy (ISS) that includes a career pathway for youth participants and update on a regular basis
* Administer objective assessments
* Schedule High School Equivalency testing
* Meet with youth participants on a regular basis to review progress and make adjustments as needed
* Assist in providing academic and job readiness classroom training to youth participants
* Assist in preparing youth for work experience
* Assist in providing instruction on job search skills, resume writing, and interview skills
* Coordinate with the Career Coach and the Job Developer to achieve successful WIOA Youth program outcomes
* Provide follow-up services to exited participants
* Assist youth in accessing advanced training and/or post-secondary education opportunities in selected career pathway
* Maintain confidentiality as it pertains to the WIOA funded youth program and participants
* Perform all other duties as assigned

**Knowledge and Skills:**

* Excellent interpersonal, verbal, and written communication skills
* Ability to work with a diverse youth population
* Ability to develop plans to aid in personal and career growth
* General knowledge of federally funded job training programs
* Excellent organizational skills
* Ability to multitask
* Proficient computer skills
* Strong ability to problem-solve
* Ability to pay attention to detail
* Ability to work as a team

**Education and/or Experience:**

* Bachelor’s Degree in Counseling, Education, Social Work, or related field preferred
* Case management experience preferred
* Experience working with out-of-school youth ages 16-24
* Equivalent combinations of education and experience may be considered

**Reports to:** Youth Program Administrator

*SMPDD/TDWDA is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Those needing TTY assistance may call 800-582-2233.*