



WIOA Youth Program Coordinator

Location: Hattiesburg SMPDD office (Full-time)

General Statement of Duties:

Responsible for the referral of potential youth participants to area youth providers. By the provision of case management, the WIOA Youth Program Coordinator will match customers ages 16-24 to youth providers. Additionally, successful candidate will assist with program management of youth providers.

Responsibilities:

- Assist in the management of TDWDA Youth providers-subrecipients
- Analyze TDWDA performance data
- Interview youth to determine suitability and eligibility for the WIOA Youth Program
- Act as a liaison between TDWDA staff, TDWDA youth providers, and the partners in the Comprehensive WIN Job Center
- Provide a monthly report on performance with recommendations to meet performance goals
- Keep informed of the latest developments in the TDWDA and with the partners in the Comprehensive WIN Job Center in order to enhance youth opportunities
- Become familiar with the services offered by all of the partners of the Comprehensive WIN Job Center
- Maintain a database of all referrals and perform data entry as needed
- Maintain confidentiality as it pertains to the WIOA funded youth program and participants
- Provide follow-up services to exited TDWDA WIOA youth 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
- General knowledge of federally funded job training programs
- Excellent organizational skills
- Excellent computer skills
- Strong ability to problem-solve
- Ability to pay attention to detail

Education and/or Experience:

- Bachelor's Degree preferred
- Case management experience preferred
- Experience developing reports and analyzing data
- 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.