



Human Services Center Corp.

Westinghouse Valley Human Services Center
519 Penn Avenue, Turtle Creek, PA 15145-2057
(412) 829-7112 Fax (412) 829-4363
Website: www.hsc-mvpc.org

JOB DESCRIPTION

POSITION: Youth Development Associate
STATUS: Exempt, Full Time Permanent
REPORTS TO: Youth Programs Director
NOTE: This position is fully funded by the United States Department of Labor's Workforce Innovation Opportunity Act (WIOA) and/or Temporary Assistance to Needy Families (TANF).

MAJOR RESPONSIBILITIES:

1. To implement all Emerging Leaders Program (ELP) activities.
2. To supervise the youth in the Emerging Leaders Program.
3. To provide overall case management services to the Emerging Leaders Program participants.
4. To complete all enrollment and assessment forms and other relevant paperwork on a consistent basis.
5. To be knowledgeable of the current trends, concepts, and issues surrounding workforce development and career exploration.

DUTIES:

1. Assist in recruitment and enrollment of youth in the Emerging Leaders Program.
2. Deliver ELP at assigned site(s).
3. Develop and implement career exploration sessions and curriculum for ELP participants.
4. Complete all required forms for potential and current participants, as well as funder initiated forms and reports.
5. Coordinate speakers and other community partners for ELP sessions regularly.
6. Maintain a strong partnership amongst school districts.
7. Author a monthly calendar for participants.
8. Assist students with setting and accomplishing both pre and post-graduation goals and objectives.
9. Arrange job shadowing and internship experiences for Emerging Leaders Program youth.
10. Assist participants with job and postsecondary training/school exploration and the application processes.
11. Evaluate the Emerging Leaders Program participants' progress.
12. Provide case management services for the Emerging Leaders Program participants.
13. Organize and chaperone Emerging Leaders Program field trips.
14. Provide at a minimum every other week one on one visits (in person, by phone, electronically) with the students.
15. Function as a member of a staff team.
16. Perform other relevant duties as assigned.

BACKGROUND:

1. Must have a Bachelor's degree.
2. Experience in case management and/or working with at risk adolescents is preferred.
3. Knowledge of current workforce development skills and abilities.
4. Firm grasp of technology and Microsoft Office applications.
5. Current Act 33/34 and FBI clearances.
6. Excellent organizational, interpersonal, and public speaking skills.
7. Sensitivity to the concerns and needs of the diverse youth participants.
8. Must have own reliable transportation, a valid driver's license, auto insurance, and acceptable driving record.
9. Flexible scheduling is required for this position, Monday-Friday and some Saturdays required as needed.