

GEAUGA COUNTY JOB & FAMILY SERVICES
JOB POSTING

Job Title: Summer Youth Employment Coordinator
Compensation: \$14.11 per hour
Applications Accepted: Until filled
Job Type: Temporary part-time
This position will be part-time (hours will vary), June through Mid October
Posted: May 18, 2016
Job Description:
Summer Youth Employment Coordinator

Job Description:

Contacts Job Seekers/Employers to provide information on programs and services, explains operation of programs. Interviews and counsels Job Seekers/Employers regarding program activities. Assesses job seekers employability and suitability for services and activities; Determines employers' needs and participants' abilities, matches program participants with employment openings, conduct required follow-up and prepares necessary documentation/reports.

Refers participant to placement or potential placement with employers for interviews; provides instruction to program participants to assist with interview process and successful work habits. May assist participant with completion of forms. When needed, conducts assessments to identify employment barriers. Serves as a job coach. Facilitates payroll function: collection, reporting, data entry, dissemination of information.

Communicates with participants and employers in order to measure progress and evaluate performance; prepares required documentation and reports; initiates sanctions as necessary.

Negotiates, prepares, and monitors job site agreements and/or assists with same. Develops and maintains necessary documentation, reports and records. Responsible for monitoring client eligibility and service delivery and collecting documentation required to support all activities associated with TANF applicants and enrollees.

Speaks before local employers, local interest groups, or other human services agencies to promote programs and agency services. May conduct trainings e.g. interviewing, resume development and redesign, and orientation programs; conducts/completes necessary follow-up and documentation.

Attends meetings, in-service training, seminars and workshops as assigned. Exhibits regular and predictable attendance. Performs all other related duties as required.

Performs miscellaneous tasks as assigned associated with the duties of the Workplace Division.

Knowledge, Skills, Abilities:

Knowledge of training, employment counseling and assessment practices
Work with a variety of people in a busy team oriented environment
Conflict resolution skills
Organizational and verbal/written communication skills
Ability to use PC for data entry
Ability to conduct effective interviews and interact with a variety of clients

Qualifications:

- Prefer One year experience as an Employment Service Representative or Unit Support Worker.
- OR one course or six months experience in behavioral science, social science, or customer service techniques, one course or six months experience in business mathematics, one course or six months experience in business English, one course or six months experience in interviewing techniques, and one course or six months experience in typing, keyboarding or word processing.
- OR education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Other Requirements:

Must possess a valid Ohio driver's license; submit to a driver's license check, BCI/FBI background check, and a pre-employment drug test.

Send Resume To:

Geauga County Job & Family Services, Attn: Summer Youth Employment Coordinator Position, 12480 Ravenwood Drive, P.O. Box 309 Chardon, Ohio 44024 or e-mail at jobs@geugajfs.org