

FAMILY & CHILDREN'S SERVICE

Job Title: Youth Engagement Specialist

Reports to: Director of Youth Services

Job Description

The **Youth Engagement Specialist** will divide their time between four youth-focused programs: **TEEN SCENE** is an afterschool academic enrichment program for middle school-aged youth, and **Project PRIME** is a school- and community-based sexual health education program targeting high school-aged youth. **Project Advance** provides case management, mentoring & advocacy to high-risk court- or gang-involved youth; **Project Success** is a workforce development and training program targeting youth and young adults ages 19 to 25 years of age. The programs utilize a Positive Youth Development framework and follow trauma-informed and culturally competent practices to successfully engage ethnically diverse populations.

Responsibilities for TEEN SCENE include the following:

- Provide academic support to middle school participants on a one-on-one basis or in small groups.
- Develop project-based learning activities and asset-building groups with the participants.
- Plan and facilitate group and recreational activities for all program participants.
- Maintain lines of communication with the parents and the school regarding program participants.
- Track student's grades, attendance, homework completion, and behavioral or disciplinary incidents
- Coordinate presentations by outside providers to follow the program scope of work.
- Facilitate weekly team planning meetings and support program mentors.
- Coordinate with mentors and engage in set-up and clean-up to ensure programming is offered in a clean and safe environment.
- Coordinate social justice workshops and activities
- Assist with participant recruitment working in partnership with local schools and community partners

PROJECT ADVANCE include the following:

- Conduct an assessment resulting in an individualized service/action plan regarding the academic, vocational, emotional, social, financial and recreational needs of the participants
- Provide direct case management, coaching and advocacy services on behalf of the clients
- Coordinate and refer program participants to local social supports, family supports, educational supports, and after-school and summer activities
- Have weekly face-to-face contact with each youth
- Conduct home visits with the youth twice a month

- Maintain good communications with collateral service providers and family members
- Facilitate group activities for the youth involved in the program
- Plan and facilitate recreational activities for all program participants
- Participate in targeted outreach in coordination with the program outreach worker
- Reach out to appropriate referral sources to secure referrals and provide consistent follow-up
- Complete all required documentation, including youth and family assessments, service plan and updates, service delivery logs & contact notes, and other required documentation as determined by the program manager
- Collect data and document program activities as needed for the program evaluation
- Maintain client records in compliance with funding program and agency regulations

PROJECT PRIME Duties and Responsibilities include the following:

- Facilitate health education workshops that focus on the prevention of STI's/HIV and unwanted pregnancies among high school-aged youth (training provided).
- Complete a 28-42 hours of State-recommended community health worker training.
- Show initiative in working creatively with program participants to address their needs and help them learn about and implement responsible pregnancy and STI/HIV prevention behaviors.
- Implement a DPH-sponsored curriculum to promote youth leadership and civic engagement.
- Assist with participant recruitment working in partnership with local schools and community partners

PROJECT SUCCESS Duties and Responsibilities include the following:

- Assist with providing workforce development training workshops in partnership with the Director of Youth Services
- Develop project-based workforce development activities and confidence-building groups with the participants.
- Assist with planning internship opportunities with potential employers and facilitate participant introductions
- Maintain lines of communication with internship sites regarding program participants.
- Track participants, attendance, work completion, and behavioral or disciplinary incidents
- Coordinate presentations by outside providers to follow the program scope of work.
- Facilitate weekly planning meetings and support groups for program participants.
- Coordinate job opportunities with potential employers and engage in the set-up of introductory meetings/interviews
- Coordinate weekly job training workshops and activities
- Assist with participant recruitment working in partnership with local schools, court systems, mass first jobs and community partners
- Participate in First Jobs training workshops

Common Duties and Responsibilities across Programs:

- Collaborate to enhance coordination with other programs at F&CS to improve quality and efficiency of agency-wide services
- Submit all data, paperwork, and reports required by the program and agency in a timely manner.
- Participate in efforts to promote the program, including targeted outreach and participation in coalition and community meetings.
- Follow protocols as outlined by the project proposals and/or contracts
- Maintain good communication with collateral service providers
- Participate in staff trainings and external educational offerings to maintain and improve knowledge base
- Attend individual weekly supervision, as well as program and staff meetings.
- Participate in other responsibilities as required by the Director of Your Services or the Director of Strategic Programs.
- Maintain flexible hours to meet the needs of the programs (occasional Saturdays).
- Candidates who are **Fluently bilingual** in English and Spanish are strongly encouraged to apply (not required)
- Works' hours are 10:00 am to 6:00 pm

Qualifications:

Candidates should possess a bachelor's degree in a human service field with at least 2 year of experience working with at-risk youth and young adults in a school, summer camp or after school setting; or an associate's degree with a minimum of 4 years of experience. Demonstrable history of tutoring, mentoring and/or facilitating for youth and young adults is required. Ideal candidates will have knowledge of relevant social support agencies and programs. Experience providing educational workshops, including in the public health field (not required). Candidate must have a valid driver's license with **use of a vehicle for work purposes**.

Family and Children's Service is an affirmative Action/Equal opportunity employer. seeks to employ individuals based upon their qualifications, experience, and ability to perform the position responsibilities. The Director of Youth Services reserves the right to add to, delete, or change any qualification(s) detailed in this job description as it relates to the hiring process. All qualified applicants will receive consideration without regard to race, national origin, creed, sex, age, sexual orientation, disability or any other lawfully protected class.

Cover letters and Resumes may be sent:

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