



<b>Position Title:</b>	<b>Workforce Development Specialist</b>
<b>Supervisory Responsibilities:</b>	<b>No</b>
<b>Budget Responsibilities:</b>	<b>None</b>
<b>Reports To:</b>	<b>Workforce Development Manager</b>
<b>FLSA Classification:</b>	<b>Exempt</b>
<b>Date:</b>	<b>October 2023</b>

### **POSITION SUMMARY:**

Identity Inc. is a not-for-profit organization that helps Latino youth and other historically underserved youth in Montgomery County to achieve their highest potential by providing a range of services and opportunities that reduce risk factors, increase protective factors, strengthen social and emotional well-being, and support academic and economic achievements, to build the skills they need to succeed and become change agents in their community. For additional information on Identity Inc., please visit our website: [www.identity-youth.org](http://www.identity-youth.org)

Program purpose: To provide intensive case management, career training, job placement and post-secondary connections to Opportunity Youth, per Workforce Innovation and Opportunity Act (WIOA) guidelines, with the purpose of closing the middle skills gap for young adults in Montgomery County, MD.

### **ESSENTIAL RESPONSIBILITIES:**

- Assist youth with enrollment into program services;
- Conduct assessments for new youth and develop Individual Service Strategy (ISS).
- Prepare and maintain case files for each participant;
- Responsible for meeting with, contacting and providing services to youth, per program policies and guidelines, and adhering to timeline set forth in the ISS;
- Work with youth on identifying barriers to employment and/or education and utilizing their strengths to develop skills and resources necessary to address those barriers;
- Implement relevant job readiness curricula for participants to prepare them for job search and employment, covering areas focused on applied knowledge, effective relationships and workplace skills through group and one-on-one sessions;
- Conduct activities to enhance motivation, leadership and improve communication skills of participants;
- Plan and coordinate guest speakers and field trips that align with curriculum and enhance the participants' understanding of career pathways;
- Administer skills assessment tests at regular intervals to assess participants' progress understanding of program components;
- Work with Employer Liaison to facilitate placement into internships, work experiences and on the job training as identified through the ISS;

- Make appropriate internal and external referrals, ensuring that required services are delivered on a timely basis;
- Work and collaborate with schools, employers, community based agencies and training providers to ensure that youth participants are making progress and attending regularly;
- Work closely with clinical staff to identify appropriate referral sources and/or mental health services, review interventions and appropriately implement case management plans;
- Work with Program Manager to coordinate and review eligibility determination, data verification, and outcomes on active participants to ensure compliance with applicable laws and regulations;
- Check the accuracy of all computerized records against the original paperwork in files;
- Submit Monthly Reports on active caseload and update all WIOA related spreadsheets;
- Ensure Maryland Workforce Exchange (MWE) is accurately and efficiently updated with youth participation, outcomes and case notes on a monthly basis;
- Update Efforts to Outcomes (ETO) database with youth participation and relevant engagements;
- Complete follow-up services for at least one year for exited youth;
- Attend weekly meetings with Program Manager and group meetings with full Workforce team;
- Attend trainings with WorkSource Montgomery to discuss WIAO regulations and performance;
- Perform all other duties as assigned by the Director or Deputy Director.

**POSITION REQUIREMENTS:**

- Bachelor's degree in social work, public health, education or related field;
- At least 2 years of experience working with adolescents and families, preferably in a community-based and multicultural setting;
- Current Valid Driver's License;
- Excellent interpersonal skills including the ability to relate to culturally-diverse youth;
- Ability to work well and communicate with culturally diverse populations
- Microsoft Office proficiency and ability to utilize technology to improve systems;
- Communicate effectively with staff and youth;
- High levels of initiative, flexibility and organizational skills;
- Energetic, positive individual with commitment to youth development in a high quality, respectful environment;
- Must be able to pass a federal criminal background check and a Child Protective Services background check

## **PHYSICAL REQUIREMENTS:**

This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10 lbs. May require the ability to travel locally and/or regionally.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Identity Inc. is proud to be an equal opportunity employer that values diversity as a strength and fosters an environment of mutual respect. Identity Inc. is committed to providing opportunities without any regard to age, race, color, pregnancy, national origin, religion, sex, gender identity, sexual orientation, disability, veteran status or status within any other protected group.

## **APPLICATION**

Please send cover letter and resume to [maigner@identity-youth.org](mailto:maigner@identity-youth.org)

## **WORK ENVIRONMENT:**

- Able to work a flexible 40-hour work week including periodic evening and/or weekend work as necessary.
- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 30% of the workday.
- The ability to lift and move up to 10 lbs.
- Semi-private office or open work area; easily interrupted with external noise; and controlled air temperature.
- Requires travel between sites.