



Position Title: Youth Development Specialist – Bridge to Wellness
Supervisory Responsibilities: Yes
Budget Responsibilities: None
Reports To: Program Manager
FLSA Classification: Non - Exempt
Date: July 1st, 2024

POSITION SUMMARY:

PRIMARY RESPONSIBILITIES:

1. Recruits and retains eligible youth in lunch and after-school programs, including enrollment in Bridge to Wellness if available and appropriate.
2. Plans and facilitates after school programs.
3. Implements evaluation aspects of all program components for youth ensuring confidentiality of data. Analyzes outcome and process evaluation and makes program adjustments accordingly.
4. Meets regularly with individual clients providing mentoring, coaching, advocacy, and support in an effort to cultivate strong and trusting relationships.
5. Plans, organizes and executes creative and engaging recreational events and activities for clients.
6. Identifies and coordinates with other recreational and partner agencies for effective, relevant programming.
7. Maintains organized and updated physical and electronic files on each client, including relevant documentation: signed forms and releases; follow-up, exit, and satisfaction surveys. Adheres to all federal, state and local client document confidentiality requirements.
8. Establishes and maintains efficient, effective and strong network of professional relationships with school administration, teachers, guidance counselors, and other school-based personnel to facilitate the referral of clients to needed programs.
9. Attends and actively participates in required trainings, meetings, and presentations.
10. Educates and outreaches to school staff and the stakeholder community.
11. Responds appropriately to emergency situations that involve or impact youth safety and security.
12. Maintains and updates database and records client interactions, services, and events in a timely and proficient manner.
13. Supports Identity's mission and values. Continually looks for ways to improve the organization and works in alignment with Identity's strategic goals. Brings best self to workplace and shares ideas and suggestions.

SECONDARY RESPONSIBILITIES:

1. Coordinates with other Identity programs. Accompanies and supports other Youth Development Specialist with their recruitment efforts.
2. Attends and actively participates in required trainings, meetings, and presentations.
3. Orders and organizes program materials and supplies and submits necessary documentation.
4. Conduct outreach activities and presentations for school staff, and students in order to educate them about the programs and services of the Bridge to Wellness.
5. Performs other duties as assigned, required, or needed.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Social Work, Sociology, Psychology or related field required.
- 1-3 years' experience as a career navigator or case manager or working with out of school at-risk youth ages 15-25.
- Training in Stages of Change, coaching, counseling, or adolescent development is a plus.
- Must be able to pass a federal criminal background check and a Child Protective Services background check.
- Must complete the following trainings upon hire: Advancing Youth Development, Child Protective Services, HIPAA, CPR/First Aid

SKILLS AND ABILITIES:

- Bilingual English/Spanish required.
- Proficient in Microsoft Office, plus experience with database management.
- Excellent oral and written communication skills along with ability to make public presentations.
- Maintains patience and composure.
- Thrives in a fast-paced environment. Prioritizes and organizes multiple projects to meet deadlines with effective and efficient use of resources.
- Is able to work under pressure, handle emergencies with professionalism and defuse crisis situations.
- Works collaboratively in all situations with clients and staff. Ensures clients' comfort and trust.
- Enjoys being challenged and is open to learning from others.
- Practices with a strong code of ethics and integrity, and fulfills obligations.
- Demonstrates sound judgment and decision making when working with youth and others. Shows flexibility, initiative, and resourcefulness in all actions and conversations.
- Is able to handle and be entrusted with confidential information.

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WORK ENVIRONMENT:

- Requires travel between sites. Valid driver's license required.
- 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.