



## **JOB ANNOUNCEMENT**

### **Case Manager/Job Coach - Youth Work Experience Program Part-time Casual – up to 25 hours per week**

#### **SUMMARY:**

The NOVA Youth Employment Program is in immediate need of employees to recruit eligible, out-of-school / at risk youth in north Santa Clara County for enrollment into work experience opportunities.

#### **SALARY RANGE:**

+/- \$25/hr, depending on experience. This is a part-time, temporary/casual, hourly position. Expected duration is April through August 2016.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Outreach/recruitment of out-of-school youth age 16 – 24, and initial screening for Workforce Innovation and Opportunity Act (WIOA) eligibility.
- Assessment of academic and skill levels, service needs and career interests of each participant. Assess job readiness, interests and abilities utilizing both interview and formal assessment instruments.
- One on One case management, including development and ongoing implementation of an individualized service strategy
- Facilitate job readiness, retention, financial literacy and life skills training workshops using creative and engaging curriculum.
- Assist with outreach to public, private and non-profit employers to develop work experience host sites.
- Maintain timely, detailed records in the electronic case management system.

#### **QUALIFICATIONS:**

The person who will best succeed in this job will be organized, self-motivated, able to communicate effectively, and relate easily with culturally diverse youth who may be high school dropouts, homeless, pregnant or parenting, engaged with the juvenile or adult justice system, have a disability and/or are in need of support and assistance making positive life choices.

If you believe that you have the ideal combination of education and experience to be awesome at this job, forward your resume to: [youth@novaworks.org](mailto:youth@novaworks.org)