



JOB ANNOUNCEMENT

Case Manager/Career Coach – Young Adult Work Experience Program Part-time Casual – up to 25 hours per week

SUMMARY:

The NOVA Youth Employment Program is in need of staff to recruit and advise eligible, out-of-school/at risk young adults in north Santa Clara County for enrollment into work experience opportunities.

SALARY RANGE:

\$25+/hr, depending on experience and qualifications. This is a part-time, temporary/casual, hourly position, with work hours not to exceed 25 per week. Expected duration is April through August 2019.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Outreach/recruitment of out-of-school young adults age 18 – 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 which leads to attainment of diploma/GED, enrollment in post-secondary education and/or a path to employment with a sustainable wage.
- 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.
- Collaborate with other local service agencies to provide comprehensive services to each participant.
- 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 young adults 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. Education and/or experience in the essential job functions preferred.

For consideration, please forward your resume to: apply@novaworks.org