



**Cincinnati Youth Collaborative  
Jobs for Cincinnati Graduates Program  
Career Specialist**

**Position Title:** Career Specialist

**Reports to:** Program Manager, Region Manager

**FLSA Status:** Exempt

**Background:** The Jobs for Cincinnati Graduates Programs of Cincinnati Youth Collaborative work with middle and high school youth with barriers to high school completion and successful transition to post secondary education/training or career utilizing the Jobs for America Graduates Model.

**Job Function:** Identifies, recruits, assesses, instructs and mentors high school or GED students deemed to have a high degree of difficulty of staying in school, being promoted into the next grade level, achieving high school graduation, and/or making a successful transition from school to career. Provides year round services, including summer job coaching, remediation, and tutoring, and 12 months of follow-up services, providing all components of the Jobs for America's Graduates model, and program requirements for funding contracts. Partners with other agencies to ensure that youth receive their diploma or GED and successfully transition to the workforce and/or post secondary education or training. The Specialist positions are year round, 52 week positions that will periodically necessitate weekend and/or evening responsibilities (i.e. crisis support for program participants, student-led organization activities, conducting follow-ups, staff training, etc.).

**SCHOOL TO CAREER PROGRAM SPECIALIST:** Works with students entering their senior year with a primary focus on meeting graduation requirements, employment, post secondary education/training, and creation and implementation of a career plan. Develops and implements a plan to ensure "5 of 5" national goal attainment.

**MULTI-LEVEL PROGRAM SPECIALIST:** Works with any combination of 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students focusing on life and work skills, career awareness, state proficiency requirements, and academic remediation to meet graduation requirements. Specialists also structure employment and career exploration activities to ensure realistic career goal-setting. As it applies to 12th grade roster component, develops and implements a plan to ensure "5 of 5" national goal attainment.

**MIDDLE SCHOOL PROGRAM SPECIALIST:** Works with a combination of 7<sup>th</sup> & 8<sup>th</sup> grade students focusing on ensuring a successful transition from middle school to high school. Specialist will provide an array of counseling, skill development, career association, and experiential learning that will improve the students' academic performance. Specialist maintains contact with the students transitioning into the 9<sup>th</sup> grade (MS follow-up phase) for the entire school year.

## **Core Duties and Responsibilities:**

- Provides appropriate curricula that ensure students achieve specific Jobs for America's Graduates required competencies, through classroom and individual instruction, and career association activities, using a variety of teaching methods including lecture, hands-on activities, and team teaching. Tailors the program and teaching methods to meet the needs of each specific student, using IEP, TABE, pre-/post-tests, and designs and implements intervention strategies and career development plans for every individual.
  - Assists students in finding and maintaining quality employment (age/grade level appropriate) and/or post-secondary educational programs that compliment their career goals; using guest speakers, job shadowing, internships, field trips and guidance department resources to ensure broad exposure to options; makes initial and follow-up contacts with employers to create job openings that ensure quality opportunities for workplace experience; works closely with students and employers for 12 months after the end of the senior year to ensure a satisfactory outcome.
  - Works to meet the total needs of the student by providing guidance, coaching and support, within appropriate limits. Develops resources and maintains relationships within the school and community that will provide specific social and educational services to assist students. Serves as liaison to each student's teachers, parents/guardians and employers identifying academic deficiencies and behaviors that limit success. Helps youth to develop and implement strategies to successfully manage these deficiencies/behaviors and to become self-sufficient.
1. Creates and supports an Advisory Committee that assists in recruitment, program outcome monitoring, program improvement and marketing within the assigned site.
  2. Ensures program roster totals by directly recruiting appropriate students, obtaining referrals from the Advisory Committee, school personnel, current students and parents. Interviews prospective candidates and parents as appropriate, to ensure that JAG and federally funded guidelines are met.
  3. Ensures that positive, effective working relationships exist and that the program and program outcomes are understood by teachers, administrative staff, parent groups and all other formal and informal groups at the assigned site; ensures the program is a valued component of the site; develops marketing tools and program reports that describe activities, accomplishments and student outcomes to school/program site, employers, and immediate community.
  4. By organizing and serving as advisor to the student led JAG - Ohio Career Association, Specialist creates service learning opportunities, appreciation for teamwork, sense of belonging and commitment to community service among JAG - Ohio students.
  5. Knows and complies with all rules of the host site including mandated reporting, discipline, attendance, fundraising and off-site activities; performs school-related functions such as lunch duty, extracurricular activities, etc., as reasonably expected by site administration.
  6. Independently and consistently complies with all documentation requirements and deadlines involving students, employers and other groups, including the JAG e-NDMS, WIA and other funding and CYC/JCG requirements. Knows site data and uses this data for program improvement.
  7. Participates in orientation and on-going training to ensure the highest quality of service is being provided to every youth and that expected outcomes are being achieved.

8. Participates in committees to assist with CYC/JCG training, activities, events and continual program improvement and attends CYC sponsored/required training and in-service sessions as scheduled.
9. Attends assigned meetings and consults with immediate supervisor on a regular basis.
10. Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

- Ability to practice principles of strong and responsive customer service
- Ability to establish appropriate boundaries while developing and nurturing supportive relationships and self-sufficiency with students
- Ability to develop curriculum and educational opportunities consistent with the JAG model
- Ability to manage and assure all program and contractual performance outcome measure are met
- Project management and problem solving skills
- Ability to identify and analyze needs and apply resources effectively to meet those needs
- Ability to effectively communicate the work of CYC/JCG to the community
- Strong presentation skills
- Self-starter with the ability to work independently with limited supervision
- Professional image
- Strong background with Microsoft Office Suite, Outlook and other applications
- Excellent human relations, leadership, supervisory, communication, motivational techniques and program management skills
- Excellent interpersonal, oral, and written communication skills
- Excellent organizational skills, time management skills and ability to effectively balance and integrate task-oriented and process-oriented responsibilities
- As to professional development:
  1. Ability to maintain the highest standards of ethical conduct and practice in day to day interaction
  2. Ability to adhere to professional standards of confidentiality at all times

### **Qualifications:**

- Bachelor's Degree (or equivalent combination of education and experience) in social service, counseling, business, education or related discipline
- Experience working with at-risk/foster care youth.
- Proven success in working with a wide range of diverse populations (students, parents, volunteers, school staff, corporate representatives) in a variety of settings with varying backgrounds including those from low-income and/or urban backgrounds

### **Physical and Mental Demands**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The employee is:

- Able to sit, stand, walk, climb, stoop, kneel or balance with body motor skills sufficient to enable incumbent to move around the environment.

- Digital dexterity and hand/eye coordination in performance of tasks.
- Able to speak and hear.
- Able to lift and move up to 10 pounds and occasionally lift and move up to 25 pounds.
- Able to use hands to finger, handle or feel, and reach with hands and arms.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Able to compare, decide, problem solve, analyze, instruct and interpret.

CYC is an Equal Opportunity Employer

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