Job Description

Job Title: Job Advocate
Department: Education & Youth Services (E&YS)
Program: Summer Youth Empowerment Program (SYEP)
Reports to: Field Supervisor
Position Supervised: SYEP Youth Participants
Pay Rate/Range: $16.00/hour
Employment Class: Full Time/Non-Exempt/Temporary
(5/1/17-8/31/17 or 5/1/17-9/29/17)

Work Days: Monday through Friday
Customary Hours: 8:30 AM to 5:00 PM (*Hours are extended when work load is increased.)

Position Summary (see program description below)
The Job Advocate will conduct interviews, eligibility and suitability assessments, obtain required documentation, conduct work readiness training workshops, and manage participants’ files for the Summer Youth Empowerment Program. In addition, this position is a “field” position, which is responsible for oversight of the interns at the various job sites.

Duties & Responsibilities

- Assist with screening for eligibility of applicants and notifying accepted applicants.
- Implementation of comprehensive Work Readiness Training Week for participants; including workshop facilitation, volunteer coordination and monitoring of participants.
- Provide on-going professional development to applicants concerning their internship objective and work experience goals.
- Maintain participant files and required documentation for compliance; including ensuring that all required documents are completed by participants and/or guardians, and included in the files.
- Maintaining proper information for required reporting to funders, donors and CUL leadership.
- Review worksite rules with each participant to emphasize expectations related to appropriate workplace behaviors (ie. attendance, dress attire, and performing required duties).

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.
- Obtain and verify weekly timesheets and final evaluation forms from worksite supervisors for each participant.
- Serve as a liaison to build, manage, and maintain a customer service relationship with worksite partners by providing support through site visits and frequent communication tailored to the needs of both the worksite and interns.

Other Duties as Assigned

Program Description

Summer Youth Empowerment Program (SYEP)
The Summer Youth Empowerment Program is an experiential learning opportunity in which we provide Franklin County youth, ages 14-18, a work readiness training program and paid internship opportunities during the summer.

Job Requirements Education and Experience:
- Bachelor degree in Social Work, Business Management or other related field preferred.
- Experience working with youth-serving programs and/or organizations is preferred.
- Excellent verbal communication skills required.
- Computer skills including but not limited to Microsoft Office (especially Excel) is required.
- Valid driver license, current auto insurance and reliable transportation is required.

Professional business attire and appearance required.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills:
- Ability to read and speak English proficiently.
- Bilingual preferred but not required.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk, hear, and see.
- The employee must occasionally lift and/or move up to 50 pounds.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate to low.