

Job Description: YouthWorks Career Counselor - Safe and Successful Youth Initiative (SSYI)

Reports to: Director of Youth Services

Job Summary: The Safe and Successful Youth Initiative (SSYI) is a youth violence prevention and intervention initiative that operates in cities with the highest juvenile crime rates. SSYI targets a small number of individuals, ages 17-24, that local police have identified as “proven risk” or “impact players.” These individuals are substantially gang involved, most likely to be a victim or perpetrator of violent weapons offense or engaged in high volume illegal activity. SSYI reaches out to these individuals and offers a chance to redirect their lives through educational, employment, and behavioral health services. The SSYI Counselor will work with the YouthWorks team to facilitate and promote the development of an effective public workforce development system for targeted youth and increase awareness of the programs and services provided by MassHireGBWB to the communities we serve.

Youth Development and Case Management

- Conduct intake and assessment interviews with referred youth
- Create restorative opportunities for program participants that facilitate competency development through activities that focus on life skills
- Maintain on-going contact with program participants and monitor progress toward completion of program requirements, providing individualized support as needed, including resource and referrals
- Maintain monthly follow-up when participants exit the program
- Coordinate connections to outside services and support systems and promote community involvement through on-going outreach and education
- Maintain timely and accurate records, case files and data base entries

Employer Driven Training/Technical Assistance

- Develops and implements programs responsive to regional employer’s workforce needs, including identifying credentials & certificates in high demand fields
- Manage youth caseload for participant in training programs identified in the Regional Blueprint and recruit employer participation for the program

Interagency Coordination

- Coordinate and facilitate meetings between MassHireGBWB partners to promote linkages in the system
- Facilitate connections between and among partners and related community-based organizations to facilitate the goals of the organization
- Coordinates and facilitates communication between businesses and educators

Data Management and Reporting

- Coordinates, compiles, and maintains the required database
- Keeps accurate records and data on all program related activities

Communications/Reporting/Public Relations

- Develops a variety of written materials including reports, letters, memoranda, and press releases for distribution to various constituencies such as Board members, state and federal officials, community leaders, business executives, and the media
- Participates in and reports on local and regional meetings as directed

Other Responsibilities:

- Manages special projects as directed

Preferred Qualifications:

- Knowledge of state and federal workforce system and grant regulations
- Prior experience writing and managing grants
- Understanding of the public/nonprofit environment

Minimum Qualifications:

- Bachelor's degree or equivalent and 3 years progressively responsible work experience in the public sector; or Associates degree and 5 years progressively responsible work experience in the public sector
- Ability to manage multiple complex projects with competing deadlines
- Excellent interpersonal, organizational, and communications skills
- Ability to work in a team environment
- Strong customer service orientation
- Ability to compile and analyze data for oral and written presentation
- Proficiency in computer use, specifically Microsoft Office Products

This is a full-time position with benefits. Position will remain open until filled.

Please submit your resume and cover letter specifying the job you are applying for to:

Rachel Cherry-Adams, Office & Facility Manager

Email: radams@MassHireGBWB.org

Review of resumes will begin immediately.

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