

GEORGIA MOUNTAINS REGIONAL COMMISSION CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: Youth Program Assistant

PAY GRADE: DOQ

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide comprehensive case management services for youth/young adult Workforce Innovation and Opportunity Act funded customers. Work is performed under the general supervision of the Youth Program Supervisor and/or Senior Case Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assist in the implementation of all aspects of the area's youth program

Assist in the development of youth program strategies for the region

Assist development and implementation of new program designs

Maintain file caseload to provide case management services including data entry, logging case notes, worksite and community meetings as well as coordinate with partner agencies

Maintain open communication with customer throughout program of study

Participate in Youth Committee meetings

Upon customer completion of program, update service assignments and send out completion packets

Prepare accounting support documents and payroll timesheets and maintain Individual Training Accounts

Visit schools in each county on a regular basis and develop working and continued relationships

Responsible for scheduling/coordinating workshops and seminars with the schools throughout region

Responsible for recruitment of program and services

Possesses the ability to work with adolescents and young adults who are considered to be 'at risk', including those with criminal background and disabilities

ADDITIONAL FUNCTIONS

Provide assistance to the youth program supervisor

Performs other related duties as required or requested by youth program supervisor

Participate in various outside assignments that are appointed by the director

MINIMUM QUALIFICATIONS REQUIRED

A minimum of 2 years post-secondary training or 2 years in customer service, youth services or related fields

EXPERIENCE

Proven customer service skills and ability to utilize basic computer programs in addition to ability to train on job specific sites

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data; includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria, organizational skills, and time management.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. At times tasks may be performed outdoors where there could be exposure to extreme weather conditions including rain/snow.

The Georgia Mountains Regional Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, we will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.