
**Community Career Development, Inc.
Department of Human Resources
Job Description**

Job Title: Youth Career Planner – Lead
Team (Position Group): Skills/Talent Development Team
Reports To: Programs Manager
FLSA Status: Non-Exempt
Approved By: Human Resources

JOB DESCRIPTION

Under general supervision of the Programs Manager, the Lead Youth Career Planner works in conjunction with all youth staff to ensure the smooth coordination of services across all levels of the Youth Program.

They ensure support and career guidance services for adult and/or youth clients, including diagnostic testing and other comprehensive assessments, information on occupations with clear career paths in high-growth industry sections, development of an individual employment plan, information on eligible training providers and specialized training, Comprehensive AJCC and AJCC partner system navigation, and conduct workshops and other similar basic and individualized career services.

They will work with various programs, services, and partners of the agency to meet outcome goals as set by the City, County, State, and Federal funding agencies. Additionally, this position involves coordinating with partners and sponsors in the development and implementation of marketing/outreach strategies, organizing, and coordinating specialized workshops, business expos, job fairs, and other career activities. The Lead Youth Career Planner must demonstrate leadership abilities, be a strong team player with a dedicated work ethic, and will confer with management and staff to identify customer needs and employment opportunities.

DUTIES AND RESPONSIBILITIES

- The Lead Youth Career Planner has a strong understanding of the workforce development system and the policies and procedures that govern the various youth components.
- Responsible for ensuring that CCD meets all program goals as prescribed by the funding source(s).
- Monitors program operations to ensure that processes and procedures utilized promote an efficient and professional work environment within the organization.
- Create college and career opportunities for qualified participants relative to their educational training and/or previous work experience. Follow-up required.
- Ensures the smooth transition of participants and services across all levels of the Youth Program.

- Create and maintain Individual Employment Plans (IEP), Individual Training Accounts (ITA), On-the-Job-Training (OJT) employment opportunities, and Work Experience (WEX) opportunities, for our qualified participants relative to their educational training and/or previous work experience. Follow up required.
- Effectively identify participant's employment needs through good judgment and interview techniques.
- Develops job opportunities for clients and acts as a liaison between the employer and clients.
- Conducts employer outreach as needed.
- Develops and strengthens referrals to community partner/agencies/resources as necessary.
- Follows labor market trends to identify industries or occupations with growth in openings and employment potential.
- Conduct program presentations to participants, collaborative partner agencies, business contacts and/or other groups as necessary.
- Attend Training and/or Meetings when scheduled.
- Meet performance and outcome goals as set by the City, County, State, and Federal funding agencies.
- Generate monthly and weekly reports and ad hoc reports per management request.
- Other duties as assigned.

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. CCD is an equal opportunity employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. A valid Class C California Driver's license and the ability to maintain insurability under the agency's vehicle insurance policy.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in relevant field and/or 2 years successful workforce development experience for a similar organization or in social work; non-profit experience preferred.
- At least one year of supervisory/management experience, Bachelor's Degree in Business Administration or related field would suffice if applicant does not meet this requirement.
- Must be able to demonstrate strong leadership skills.
- Must be detail oriented and can write clear, concise, professional case notes (excellent communication and organizational skills).
- Must demonstrate excellent technical skills.
- Must be able to read and write effectively to follow and understand procedures and communicate necessary information (excellent organizational skills).
- Must be flexible, reliable, dependable and able to work in TEAM environment.
- Ability to use good judgment, interview techniques and interpersonal skills.
- Strong working knowledge of Computers and Software Programs.
- Excellent communication skills are required, both verbal and written.

WORKING CONDITIONS:

Performing duties may require spending the majority of the day standing, sitting, walking up and down stairs and/or driving back and forth to off-site locations. Reliable transportation and a valid driver's license and insurance are a must. This position also requires that you be able to work well under stress and meet deadlines.

ADAPTABILITY/FLEXIBILITY

Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems. Recovers quickly from setbacks, and finds alternative ways to reach goals or targets. Copes well and helps others deal with the ongoing demands of change; sees and shows others the benefits of change.

COMPETENCIES

CCD serves a diverse population. Individuals must be comfortable and adept working with all types of individuals, including those with disabilities, cultural differences, and all individuals with barriers to employment.

Individuals must exhibit a polished and professional demeanor at all times. Show interest in, anticipate, and respond timely to customer needs. Go beyond basic service expectations. Seeks ways to improve service delivery. Recognizes adverse customer reactions and develops better alternatives.

All position assignments are subject to performance evaluation, funding source availability, and agency needs. CCD is an equal opportunity employer. Reasonable accommodations for individuals with disabilities are available.

HOW TO APPLY

Send a cover letter and resume to apply@communitycareer.org for consideration with "CAREER PLANNER – YOUTH (LEAD)" in the subject field. Recruitment for this position will end upon receipt of a sufficient number of resumes or until position is filled. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.