



Cow Creek Government Office

Position Description

Position Title: Youth Engagement Specialist

Department: Education

Reports To: Career Center Manager

FLSA Designation:

POSITION PURPOSE:

The Y.E.S. full-time position will provide ongoing support, shares power and shows respect, and expand the Tribal youth's sense of possibilities and opportunities. To provide career counseling to Tribal youth in the Douglas County service area assisting with the career development and readiness process, including clarifying objectives and obtaining occupational information. Provides career planning assistance through appointments with individuals, online assistance, and regularly scheduled career center workshop programs and activities that help to prepare for post-secondary goals. In addition, the Y.E.S. position will develop career exploration activities to youth.

ESSENTIAL FUNCTIONS:

- Assist students with career development and planning process, including obtaining information for employment hiring practices, and assists with the transition from school to career.
- Administer personal assessments (HumanEsource) to help student identify skills, abilities, and best fit careers.
- Distribute information on Career Center resources including job postings via in-person, website, social media platforms, and Tribal newsletter, targeted email marketing campaigns.
- Share resources and forms located on Education Department website.
- Provide all other resources needed to assist student with their individualized plan to employment.
- Create online career resource content; i.e.; video tutorials, infographics, or Zoom webinars to meet Tribal members where they are.
- Engage with student to support the academic success of completing requirements that will lead to a high school diploma or GED.
- Perform the duties as an educational advocate or mediator between families and school for identified student with learning disabilities that lead to an IEP (Individualized Education Plan) or on 504 plans, as per IDEA (Individuals with Disabilities Education Act) practices. To provide transitional school to work opportunities support.
- Follows all Tribal Government offices' policies and procedures, confidentiality of educational records.

- Produce and maintain reports relevant to case management, using applicable technology as required, this includes data tracking for grant reporting.
- Attend professional development conferences, meetings, and online training relevant to job duties.
- Performs other duties as assigned.

QUALIFICATIONS:

- Associates Degree; required
- Bachelor's Degree; preferred.
- Career coaching certificate, and/or prior experience career coaching or case management; preferred.
- Ability to establish rapport and relate well to students, faculty, employers, parents and staff.
- Effective communication with strong written, interpersonal and presentations skills.
- Knowledge and skills in career development and coaching.
- Knowledge and skills in outreach and marketing, including digital flyer design and creative student engagement (ie Canva, WeVideo, Survey Monkey).
- Career resource development skills and familiarity with online career technologies, such as online career search sites.
- Ability to collaborate with Career Center Manager in program development specific to career readiness.
- Organizational, detail-oriented, problem solving and project management skills.
- Ability to gather and analyze outcomes data to evaluate and improve career center support programs.
- Ability to learn, understand cultural awareness within which students live and practice in a Tribal community.
- Helpful to have Counseling, Human Resources, or related field. Experience in program development, delivery and teaching.
- Ability to travel
- Current and valid OR license
- Ability to pass a criminal background check