YouthLink Job Opening:

EMPLOYMENT SPECIALIST

Create pathways out of homelessness and into long-term career success for young people.

About YouthLink

YouthLink is a recognized leader in the Twin Cities and beyond for our work to build pathways of opportunity for homeless youth ages 16 – 24. Our youth-focused team provides innovative, evidence-based services that guide youth on a holistic level toward futures of education, employment, health and wellness, and housing stability. Since 2011, YouthLink has been home to the Youth Opportunity Center (YOC), a first-of-its-kind collaborative center where over 30 community partners make vital resources available onsite to provide efficient and effective interventions and strategies for youth in crisis.

Our Mission

At YouthLink, our mission is to support and empower young people on their journey to self-reliance.

POSITION SUMMARY

The Employment Specialist promotes and supports new and existing "learning and earning" opportunities for youth that lead to meaningful, sustainable career pathways of long-term employment. The Specialist builds relationships both with youth and a range of inclusive, diverse employers and job training providers to meet the essential needs and career aspirations of youth experiencing homelessness, and works closely with YouthLink leadership to develop and promote new partnerships, recommend additional initiatives that support current and emerging/future needs and trends, and report on program progress.

Key responsibilities include:

- Serving as primary coordinator for new and existing "learning and earning" initiatives, including assisting in development, implementation, and day-to-day coordination of pilot projects;
- Collaborating with staff and external stakeholders to engage youth and enroll clients in employment programs;
- Determining and assessing the needs of each youth, including vocational strengths, interests, and barriers to assess the appropriateness of employment program initiatives;
- Developing and maintaining new and existing relationships with employers that meet youth and organizational needs, as well as respond to employment trends;
- Facilitating the development and delivery of trainings, workshops, and other educational experiences for employment program participants, including teaching job-seeking skills;
- Continually reviewing organization plans and working with supervisor to implement specific employment plans to meet goals and objectives;
- Coordinating recognition plans and activities for program participants;
- Coordinating employment-related appointments for youth, and providing flexible services both onsite and in the community;
- Completing, maintaining, and communicating individual program files, program reports, and documentation (including financials and reimbursements) accurately and within established timelines;

- Collecting ongoing data, preparing reports, and assisting leadership in program evaluation;
- Maintaining and ensuring professional boundaries and expectations of agency representation are met in all interactions with youth, staff, partners, and the community;
- Other duties as assigned.

QUALIFICATIONS

A Bachelor's degree in social services or a related field or 2-4 years of experience working with youth or employment services is required. Qualified candidates must:

- Have effective written, verbal, and interpersonal communication skills with diverse populations;
- Be able to manage time effectively and work a flexible schedule;
- Exhibit a high degree of professionalism;
- Have demonstrated experience working with communities of color;
- Be able to provide non-judgmental services, including demonstrating acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices;
- Be mission-driven and able and willing to learn and incorporate agency philosophy into service delivery;
- Be able to verbally and physically respond to aggression when necessary in ways that de-escalate, establish, and maintain staff and client safety.
- Be comfortable with Microsoft Office applications, specifically Word and Excel.
- **PREFERRED QUALIFICATIONS:** Knowledge of employment programs and the Twin Cities labor market. Experience with database entry. Experience with program development.

Must have a valid MN state driver's license and access to reliable transportation upon date of hire. The winning candidate must be able to pass a background check and drug test in accordance with local, state, and federal laws.

Hours: Full-time, 40 hours per week, Monday – Friday. Hours vary. Must be available to work a flexible schedule.

COMPENSATION, EMPLOYMENT TERM, AND BENEFITS

$16.35 - $17.79 per hour, dependent on experience. Non-exempt. YouthLink's competitive and comprehensive benefits package includes:

- Medical and Dental
- Life Insurance
- Long Term Disability
- Elective benefits: Short Term Disability, FSA, 401(k)
- Paid vacation, sick days, and holidays

HOW TO APPLY

E-mail a cover letter and resume with the subject line "Employment Specialist" to Stacey Peterson at peterson@youthlinkmn.org. Cover letter should include a response to one or more of YouthLink's Guiding Principles as it applies to your work with youth.

Equal Employment Opportunity: *YouthLink shall seek to ensure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.*