

DEPARTMENT: YOUTH BUREAU
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 23, 2015

YOUTH BUREAU WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for establishing a communications network with business professionals and the educational community as relating to youth employment and placement. The incumbent assists in career assessment and placement activities and serves as youth advocate and the liaison among schools, community groups and organizations and human services agencies. Work is performed under the general supervision of the Youth Bureau Director and considerable leeway is allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Monitors funded agencies for contract compliance;
2. Participates in meetings with professional and community groups and organizations to promote programs aimed at youth and their families;
3. Assists in developing training and education programs;
4. Maintains case files and related records and prepares reports as required;
5. Assesses needs and refers youth to necessary social programs and/or community support services;
6. Assists in developing program strategies aimed at out of school youth and their families;
7. Meets with employers, community members, and the Employment and Training Department to establish relationships and create employment and job training opportunities for out of work youth;
8. Recruits eligible program participants and completes case file information;
9. Assesses participants through standardized testing to evaluate aptitude, skills, education level and appropriateness for employment;
10. Identifies career opportunities and choices and assists in placing the youth in an appropriate employment situation;
11. Counsels youth on workforce requirements;
12. Monitors and evaluates the employment sites and site supervisors along with the youth's performance and participation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of factors underlying juvenile delinquency; good knowledge of labor market and basic causes for structural youth unemployment; working knowledge of business and professional community; working knowledge of practices and techniques of community organizations; good communication skills; skill in assessment and placement in educational and employment field; ability to communicate effectively with community and business leaders, school officials and government representatives; ability to establish and maintain good relationships with others; good judgment; responsible; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma

And Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Social Sciences, Psychology, Education or related fields **and** two (2) years of youth related responsible paid experience in social group work, community organizations, recreation, youth diversion programs, parole, probation, social case work or as a New York State Licensed Teacher;

Or Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Social Sciences, Psychology, Education or related fields **and** four (4) years of youth related responsible paid experience in social group work, community organizations, recreation, youth diversion programs, parole, probation, social case work or as a New York State Licensed Teacher;

OR: Six (6) years of youth related responsible paid experience in social group work, community organizations, recreation, youth diversion programs, parole, probation, social case work or as a New York State Licensed Teacher.