

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Youth Program Specialist
Department of Economic Development

An Equal Opportunity Employer

Youth Program Specialist – Department of Economic Development, Business/Employment Resource Center

\$19.04 hourly (Grade G09), 40 hours per week, *contingent position**

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

Apply by 5:00 pm on Wednesday, September 29, 2021

The Business/Employment Resource Center (BERC) is seeking an energetic, customer service minded individual to join our team as Youth Program Specialist. The Youth Program assists young people, ages 14-24, who face significant barriers by providing training and employment opportunities.

As the Youth Program Specialist, you will provide direct service to youth customers including intake, assessment, job search assistance, case consultations, referral and crisis intervention. You will provide services by implementing an Individual Service Strategy, providing career and educational guidance, career planning and placement services. The Specialist will assist the Youth Program Coordinator with program delivery and development with primary focus on all aspects of the Governor's Summer Youth Program and Paid Work Experience (internships) including site development, clerical support, business liaison and mentoring.

An ideal candidate will have good problem-solving skills, be proficient in Microsoft Office Suite and familiar with social media platforms and will enjoy helping youth customers set and reach training and employment goals.

See next page for the full job description.

Qualifications:

1. Bachelor's degree in Human Services, Social Science, Psychology, or related field
2. Two years' experience in case management and adult education, vocational training, or human resources development*
3. Obtain Youth Worker certification within one year of employment
4. Valid driver's license
5. Requires a criminal background check as condition of employment

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ 12 paid holidays

**Contingent employees are hired under an employment contract which includes paid time off and an additional 3% salary contribution for retirement.*

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

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The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.

YOUTH PROGRAM SPECIALIST

GENERAL RESPONSIBILITIES

Provide a variety of youth employment and training services to meet the needs of area youth under the Workforce Innovation and Opportunity Act in accordance with Federal, State, and local laws.

ESSENTIAL TASKS

1. Provide direct service to youth customers including intake, assessment, employment development, job search assistance, case consultations, referral and crisis intervention
2. Assist Youth Program Coordinator with design and oversight of youth program
3. Monitor customer participation and maintains files and Maryland Workforce Exchange (MWE) data entry, record keeping and tracking
4. Provide service to youth customers by implementing an Individual Service Strategy, answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
5. Provide career and educational guidance, career planning and placement services
6. Assist Youth Program Coordinator with development of year-round paid work experiences for youth participants
7. Perform related duties as to specific assignments
8. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Human Services, Social Science, Psychology or related field
2. Two years' experience in case management and adult education, vocational training, or human resources development*

* A comparable amount of training and experience may be substituted for the minimum qualifications

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to make effective group presentations
2. Read, analyze, and interpret procedures and governmental regulations
3. Respond to inquiries or complaints from employees, citizens, members of the community of regulatory agencies
4. Write reports, curriculum, business correspondence, and procedure manuals
5. Define problems, collect data, establish facts, and draw valid conclusions
6. Work with detail, problem solve and communicate problems
7. Use Microsoft computer software programs and/or other applications

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Requires criminal background record check as condition employment
3. Obtain Youth Worker certification within one year of employment