



## Youth Outreach Coordinator

**Hiring on the SPOT!** Challenge Workforce Solutions is looking for an eligible applicant to fill our **Youth Outreach Coordinator** position who will participate in ongoing program development and outreach efforts to engage with community businesses, develop client referrals, identify partnerships, gather ideas/feedback from the community and promote Challenge programs, services and businesses.

### **HOW TO APPLY:**

Interested parties should come to Challenge at 950 Danby Rd Suite 179 to fill out an application or visit our website at [www.challengeworkforcesolutions.org](http://www.challengeworkforcesolutions.org). Full job description available upon request.

**Commitment to Universal Access:** Any applicants requiring special accommodations (e.g. ASL interpretation, differently formatted forms, etc.) during the application/interview process should contact Stephanie Fitterer, Manager of Human Resources at 607-272-8990.

**Status:** Full Time; Non-Exempt  
**Reports to:** Director of Employment and Vocational Services

### **Essential Job Functions:**

- Work with partner agencies (local and other) and funders (OPWDD, OMH, ACCES-VR, State and Federal Grantors, etc.) to provide case management services and provide job development, job coaching, advocacy and career counseling services to youth with disabilities.
- Work with Director and other Managers to create and implement program services that support individuals with disabilities to reach highest level of employability and independence.
- Work with Manager and Quality Assurance staff to assure successful completion of documentation, statistical reporting, and project evaluation
- Work with service recipients to match skills, interest and support needs with work opportunities.
- Collaborate, both internally and externally, with clients support network to optimize success at long-term, stable employment or work experience opportunities in the community (or in a Challenge Business). This includes: ongoing communication with residences, employers, Challenge staff and managers, mental health providers, families, school personnel and other supports when necessary. Provide feedback to any and all parties where appropriate and according to policy and procedure.

### **Education / Experience Required:**

- Bachelor Degree plus relevant experience
- Demonstrated ability to manage and maintain multiple projects with minimal supervisory oversight
- Valid NY State driver's license that meets third party insurance requirements and a reliable vehicle
- Ability to work a flexible schedule (may include weekends and holidays) is required
- Experience working with youth and/or adults who have learning, developmental, or mental health disabilities preferred
- Experience in case management a plus

### **Competency Required:**

- Knowledge of working with clients with disabilities and other barriers to employment; this includes the ability to assess a client's skills, abilities and barriers in order to determine proper employment options and long-term success
- Organizational, multitasking, communication (written and oral), and computer literacy skills
- High professionalism, ability to collaborate with a team, and ability to maintain confidentiality
- Knowledge of local resources & businesses, and have the ability to align Challenge businesses, programs & services with communities'/employers' needs

### **Compensation Offered:**

- Health, Dental, Vision, FSA, HSA, Short-term Disability, 403(b) plus employer match up to 5% after 1 year of employment, free Basic Life insurance, voluntary Additional Life Insurance, PTO, Opportunities for Professional Development