



**JOB TITLE:** Youth Program Specialist

**DEPARTMENT:** Workforce Development

**SALARY:** \$42,000/annually

### **ORGANIZATION INFORMATION**

Tennessee's Youth Employment Program (TYEP) links ambitious young adults, ages 14-24, with employers in diverse industries across Tennessee. Participants can dive into hands-on-workforce experiences, gain invaluable skills, and test-drive future careers, while earning up to \$3,500 along the way. This year-round program from the State of Tennessee offers much more than youth opportunities, it teaches lifelong and life-changing skills. TYEP is one of the keys to thriving in the workforce.

### **JOB DESCRIPTION SUMMARY**

The purpose of the Youth Program Specialist is to provide exceptional services to young adults, 14-24 years of age under the TYEP (Tennessee Youth Employment Program). The Youth Program Specialist will recruit, assess, enroll, and certify that youth are eligible to gain meaningful employment opportunities. The Youth Program Specialist will be responsible for overseeing a caseload. This position consists of conducting eligibility assessments and providing supportive services to young adults to enhance the educational and personal development skills leading to a profound workforce development occupation.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Youth Program Specialist will interview and complete assessments with young adults, within the ages of 14-24, to assess for eligibility with the TYEP program.
- Provide mentoring, coaching, and additional workforce development training opportunities that promote self-sufficiency for young adults.
- Complete weekly follow-ups with TYEP participants regarding work status and assess for supportive services.
- Pre-screen TYEP participants for job placement and serve as an advocate between the young adults and TYEP sites.
- Process internal and external referrals for TYEP.
- Establish and maintain professional relationships with young adults, parents/guardians, and community supporters.

- Provide case management to TYEP participants' case files and upload eligibility documents.
- Demonstrate technical skills and the ability to ensure TYEP payroll timesheets are accurate and complete for payroll processing.
- Remain knowledgeable of company policies and procedures, as well as ensure compliance and all legal requirements are maintained.
- Perform other duties as required.

## **QUALIFICATIONS FOR THE JOB**

### **EDUCATION**

- High School Diploma or GED
- Some college education (preferred)
- Bachelor's Degree (highly desirable)

### **EXPERIENCE**

- Effective Assessment Strategies
- Efficient Communication Skills
- Problem Solving Techniques
- Case Management Skills

### **KEY COMPETENCIES**

- Excellent computer skills (Typing, Google Docs, Microsoft Word, Microsoft Excel, and more)
- Conflict Resolution
- Active Listening
- Case Management
- Great Customer Service Skills

Email resume and cover letter to [vadair@greatermemworkforce.com](mailto:vadair@greatermemworkforce.com) by Friday, November 15, 2024.