

# YOUTH CAREER ADVISOR

## General Statement of Duties

The Youth Career advisor will be responsible for performing career advising and case management functions as well as other tasks associated with the recruitment, assessment, training, and placement of youth (ages 16-24) in a multi-county area. The employee in this position will be based in Pasquotank County. However, they may be required to work and even have duty stations in other counties within the 10-county Northeastern Workforce Development Board region as needed. Travel to other NWDB counties and outside of the region may be required on occasion.

## Distinguishing Features of the Class

Employees in this class are responsible for a variety of workforce development programs and activities including recruitment, intake, assessment, eligibility determination, case management, enrollment, counseling, education/employment placement, and follow-up of program participants and making referrals to services as applicable. Employees are involved in intensive case management, youth employment, and youth programs under the Workforce Innovation and Opportunity Act. Employees ensure continuity and complete services are provided to the youth by assessing their needs. Work requires the employee to utilize tact and firmness in dealing with difficulties generated by the participant and or family. Work is performed in an administrative environment and off site as needed. Work is performed under the supervision of the Youth Program Manager.

## Duties and Responsibilities

### **Essential Duties and Tasks (Includes but is not limited to the following):**

- Builds relationships with individuals and agencies serving similar populations in assigned areas in order to build and maintain a pipeline of inbound referrals and gain the knowledge needed to effectively refer applicants and participants to other agencies as needed.
- Meets individually with youth to develop an Individual Employment Plan/Individual Service Strategy and assists with locating appropriate services to meet the plan objectives.
- Performs assessments of youth including administering and interpreting career and aptitude inventories and testing for math and reading skills. Assessment includes interview sessions.
- Identifies potential employers and conducts follow-up and evaluation of participant placements to provide counseling and problem-solving for participants and employers; assists participants with supportive services and other basic needs.
- Assists participants with determination of training needs and development of career plans; assists with identification of courses, class scheduling, job placement, etc.
- Participates in outreach and public education for the youth programs.
- Conducts various training workshops and presentations.
- Works closely with Youth Program Manager to ensure federal, state and local performance standards are met.

### **Additional Job Duties:**

Revised 1/2011; 4/9/14; 5/23/2018; 8/07/2020, 1/31/2023, 9/30/2024

Performs related duties as required and assigned by the Youth Program Manager.

### Recruitment and Selection Guidelines

#### **Knowledge, Skills, and Abilities:**

Considerable knowledge of the Workforce Innovation and Opportunity Act including all applicable policies and procedures.

Knowledge of case management, career counseling, and employment training and placement practices and procedures.

Knowledge of the geographic, economic, and social characteristics of the service delivery area.

Knowledge of available services within the service delivery area.

Knowledge of the application of information technology and ability to use it in daily programming.

Ability to establish and maintain effective communications with participants, program staff, employers, training professionals, businesses, contractors, and the general public.

Ability to work with clients collaboratively and to apply creativity and effective problem-solving, facilitation, and mediation skills that address barriers to the youth's success.

Ability to proactively market programs to the public and recruit individuals to participate in the programs.

Must be able to work independently and be accountable.

Must be able to think critically and make independent decisions.

Ability to accurately prepare and maintain a variety of records and reports.

Must be computer literate-Microsoft Office and Web based programs

#### **Physical Requirements:**

Must be able to physically perform the basic life operational functions of fingering, talking, hearing.

Must be able to perform sedentary work and exert up to 10 pounds of force occasionally.

Must possess the visual acuity to perform extensive reading, administrative, and computer work.

#### **Desirable Education and Experience:**

Bachelor's degree from an accredited college or university in human services, human resource management, psychology, business, or social work; or an equivalent combination of education and relevant experience.

#### **Special Requirement:**

Possession of a valid North Carolina driver's license and personal transportation.

#### **To Apply:**

Mail cover letter, resume, application, & 3 professional references to:

Ashley Shepherd  
Albemarle Commission  
512 South Church Street  
Hertford, NC 27944

Above items may be e-mailed to [awebb@accog.org](mailto:awebb@accog.org). Please note that if interviewed, an application with an original signature will be required.

#### **Salary Grade 18, Non-Exempt**

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