



## **JOB ANNOUNCEMENT**

**TITLE:** YOUTH DEVELOPMENT SPECIALIST (Multiple Positions Available)

**DEPARTMENT:** Youth Services/College & Career Readiness

**HOURS:** 8:00 AM to 5:00 PM Monday to Friday (Some Evening and Weekend Hours are required)

**SALARY:** DOE

### **POSITION SUMMARY:**

Provides outreach, recruitment, enrollment, retention and mentoring services for youth. Participates in program planning, implementation and evaluation. Navigates youth and their families who are in need of education, career preparation, housing, clothing, transportation, food, or other community services. The Youth Development Specialist will act as an advocate to youth and their families in gaining access to services and in maximizing the use of mentorship and community resources based upon their needs. The Youth Development Specialist will assist in development and planning of all youth activities intended to enhance educational and career advancement.

### **MAJOR FUNCTIONS:**

- Conduct comprehensive recruitment, orientation and enrollment of incoming youth participants and their family members
- Collaborate with team members, community partners, and school representatives on development and planning of various youth activities, curriculum and resource identification
- In collaboration with youth and/or family, develop a work plan to ensure youth is prepared for academic, personal and career success. Create action steps for service and provide personalized navigation to services agencies and conduct the follow-up process to all agencies to assure navigated service was provided
- Document and maintain youth participant records, in a confidential and timely manner, following agency procedures
- Prepare data as required for submittal of monthly, quarterly and annual reports
- Participate in planning, implementation and staffing for all youth programming, including weekend and weekday evening events
- Conduct program awareness through presentations, networking and outreach events

- Work closely with Program Manager to maximize operational efficiencies to meet performance goals

**ADDITIONAL FUNCTIONS:**

- Maintain and comply with agency confidentiality requirements
- Participate in scheduled external and internal meetings and trainings
- Participate in all Center youth projects
- Other duties as assigned

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree plus two years' relevant experience or any equivalent combination of education and experience
- Experience in youth development/youth services with proven ability to engage and motivate youth
- Knowledge of homelessness, substance abuse, mental illness and domestic violence as these areas relate to youth and their families
- Experience in case management or duties in administering long term, ongoing support and linking to other services
- Demonstrated ability to communicate ideas, findings, and recommendations effectively with staff, customers and affiliated providers
- Strong knowledge of MS Office software
- Excellent verbal and written communication
- Knowledge of basic case management and the ability to identify priorities and create a plan of action
- Demonstrated ability to manage multiple tasks with attention to detail
- Strong leadership skills
- Knowledge of the social, educational, cultural and economic development and needs of urban American Indians
- Availability to work evenings and weekends
- Must have or able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements

**PREFERENCE:**

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with resume and supplemental information form.

**CLOSING DATE:** Open Until Filled – (Posting: Wednesday, September 21, 2016)

**SUBMIT CURRENT RESUME INCLUDING SUPPLEMENTAL INFORMATION TO:**

Phoenix Indian Center Personnel  
4520 North Central Avenue, Suite 250  
Phoenix, AZ 85012  
602-264-6768 ext. 2103 Fax: 602-274-7486  
[www.phxindcenter.org](http://www.phxindcenter.org) Click on Contact Us