



**John H. Boner Community Center
Job Description**

JOB TITLE: School to Work Consultant

JOB CODE:

DATE: August 4, 2005

POSITION SUMMARY:

The School to Work Consultant provides mentoring, job readiness training, and educational support to high school students between the ages of 16 and 19, many of which have been labeled as Special Education youth. The incumbent will have the ability to be creative in planning and selecting outings, curriculums, trainings, speakers, and mentoring philosophies when working with their clients. The incumbent will use a person-centered assessment approach to assist clients in determining their strengths, barriers, and skills related to employment and secondary school options. Using this information the consultant, along with the client, will develop a plan of action for the youth to follow after their completion of high school. This plan of action will help to ensure that the youth is successful in their choice of career or secondary school. Client follow-up for purposes of retention is another essential function of this position.

ESSENTIAL FUNCTIONS:

1. Conducts intake and assessment of clients interested in receiving workforce development services.
2. Assists in the recruitment of youth clients.
3. Provides clients with career counseling.
4. Assists client in developing an employability plan outlining the services necessary for success.
5. Maintains a caseload of workforce development clients for purposes of providing on going support to assure success.
6. Works with the youth and their families.
7. Monitors youth's performance in the class room as well as in the community.
8. Conducts both school and home visits as necessary.
9. Serve as a facilitator between the youth and school administrators, as well as with family Members.
10. Mentor youth in work readiness skills.
11. Mentor youth in educational skills that have not been grasped by the student.
12. Explore job and work readiness opportunities with the youth.
13. Assist in mentoring the students during their weekly tutoring sessions, if necessary.
14. Explore future educational opportunities with the youth.
15. Plan weekly or monthly educational and self-esteem building experiences for the youth.
16. Create learning experiences for youth at an individual and group basis.
17. Performs other job-related responsibilities as necessary.

JOB REQUIREMENTS

1. Bachelors degree in a related field preferred but experience can be substituted for formal education.
2. Experience in conducting Workforce Development assessments.
3. Ability to establish and maintain effective working relationships with co-workers and to work as a team member.
5. Ability to communicate effectively orally and in writing.
6. Ability to work with and understand diverse populations.
7. Good decision making and problem solving skills