

**POSITION DESCRIPTION**

Approved By: Executive Director

<b>Job Title:</b>	Workforce Advisor	<b>Team:</b>	Youth
<b>Reports To:</b>	Youth Workforce Manager	<b>Grade/FLSA:</b>	Non-exempt
<b>Recent Review Date:</b>	02.20.2018	<b>Future Review Date:</b>	02.20.2020

**AGENCY SUMMARY:**

CNY Works is a not for profit (501 (c)(3)) corporation and serves as the Onondaga County Workforce Development Board. CNY Works has been designated by local government (City of Syracuse and Onondaga County) to administer the workforce development funds targeted for the Central New York area. CNY Works functions as the apolitical convener of business, economic development, and community agendas to define workforce system goals, garner resources and support growth and development of the local and regional economy. On an operational level, CNY Works provides services to help develop, attract, and retain workforce talent in the CNY region by providing skill development, training, education services, information, and career resources for job seekers and businesses.

**DEPARTMENT SUMMARY:**

The focus of CNY Works Youth Workforce Programs and Services Team is to engage 14 to 24-year-old participants in a variety of skill-enrichment activities that will enable them to make better educational and occupational decisions and help prepare them for careers, not just entry-level jobs.

The mission of the Youth Workforce Programs and Services Team is to provide high quality services for youth and young adults that incorporate the required 14 WIOA youth elements, including career exploration and guidance, support for educational attainment, opportunities for skills training in in-demand industries and occupations, provide mentoring culminating with placement in a career with a clear pathway for continued success. Its goal is to provide the community and its employers with a positive view of the local emerging job-ready workforce.

**POSITION ESSENTIAL FUNCTIONS:**

- Promote Youth Workforce Programs and Services.
- Case manage each youth using WIOA program elements as the basis for assessment. Assess, plan, facilitate, evaluate, and advocate for options and services to meet each youth’s comprehensive needs through communication, referrals, and available resources. Promote quality, cost-effective outcomes.
- Identify, develop, coordinate, and facilitate youth appropriate workshops and skills training.
- Develop strong working relationships with community agencies and local high schools to recruit targeted participants to enhance skills and provide valuable work experience at appropriate work sites.
- Represent CNY Works as needed at events that educate community members and business representatives about the Youth program opportunities and benefits.
- Perform outreach to businesses to become worksites and educate them on the benefits and responsibilities to local youth participants. Prepare worksite agreements for review by the Youth Workforce Manager and signature by the Executive Director.
- Ensure timeliness and accuracy of bi-weekly timesheets from all assigned worksites.
- Perform frequent monitoring of assigned worksites and assess the progress of each Youth placed with site supervisors. Complete final evaluations of the worksite’s and Youth’s success.
- Administer testing such as TABE and NWRC as required for customers of the One-Stop.
- Provide program support and services to the Summer Youth Employment Program.
- Ensure all documentation of services and activities are accurate and complete in the OSOS database and entered in real-time.
- Follow up with Youth program exiters and compile outcome data over a specified time frame.

- Act as the on-call staff member for Youth who walk into the One-Stop seeking information or services.
- Meet one-on-one with youth to conduct resume reviews and help with job searches.
- Perform other duties as assigned.

**ACCOUNTABILITIES:**

Meet the expectations of the Youth Workforce Manager and the Executive Director of CNY Works. Meet position essential functions for quality and productivity. Effectively work with the Youth Workforce Programs and Services Team and other professionals within the organization. Ability to work flexible hours, especially during the summer. Adhere to agency policies and procedures.

**QUALIFICATION STANDARDS:**

Bachelor’s degree in social services with two to three years of experience, OR an Associate’s degree with five to ten years of experience. An equivalent combination of education and experience in working with youth, youth services and/or the underprivileged will be considered. Strong demonstrated understanding of community organizations and related services highly desirable.

*Attention to detail and impeccable organizational skills are critical attributes, including a high level of written and oral communication skills.*

- Proficiency using MS Word and Excel
- Ability to organize and prioritize work
- Ability to complete detailed tasks with a high level of accuracy
- Ability to work without supervision and to make appropriate decisions
- Ability to perform multiple tasks simultaneously
- Ability to receive and convey detailed instructions to other workers and vendors accurately
- Ability to research and analyze detailed information accurately
- Ability and desire to understand the overall functions of the organization and apply this understanding to work performed
- Ability to interact with vendors, customers, and staff in a positive, cooperative and supportive manner
- Ability to work extra hours as job duties demand
- Must have own transportation and valid driver’s license

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position**

**Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor**

**This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship**