

CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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Title: Youth Program Counselor	Grade: 5	
Reports To: Youth Program Coordinator	FLSA Status: Non-Exempt	
Supervises: N/A	Date Written:	Date Revised:
	2/2017	5/13/2019

POSITION SUMMARY

The Youth Program Counselor reports to the Youth Program Coordinator and provides a wide range of youth employment related intensive services to individuals within the agency policies and program. S(he) develops service plans and evaluates the effectiveness of services given to youth customers.

DUTIES AND RESPONSIBILITIES

- Provides overall youth employment consultation to clients/students; meets or contacts clients over the phone/in person for assessment and enrollment procedural services.
- Provides comprehensive and specialized assessment of the skill levels, aptitudes, abilities and service needs of the youth participants.
- Assists with the development of an Individual Service Strategy detailing youth goals, school achievement objectives and service strategy.
- Provides supportive services.
- Conducts case management services.
- Works closely with the Youth Program Coordinator in authorizing program purchases, making recommendations on major equipment and facilities.
- Prepares required voucher with documentation for funding purpose in a timely fashion.
- Develops internship or temporary job opportunities for eligible youth participants.
- Coordinates the summer youth program by planning and designing program activities and supervising summer youth worksite supervisors.
- Enter all client efforts and case notes into CASL's Salesforce database system, Career Connect, and agency's data base system.
- Responsible for youth to move towards self- sufficiency by providing following up services for clients.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- High School Diploma.
- Associate Degree or two year equivalent college.
- Six months of experience working with youth.

Skills/Knowledge:

- Ability to speak, read, and write fluently in English and Chinese.
- Basic end-user level understanding and experience with Salesforce is a plus.

Physical Demands:

- Ability to bend and lift a minimum of 15 pounds.
- Must have the visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.
- Required to frequently sit, stand and walk for extended periods.

Environment and Scheduling:

- Normal schedule to work from 11 a.m. to 7 p.m., Monday through Friday.
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CASL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.