



King County

**SOCIAL SERVICES PROFESSIONAL
DEPARTMENT OF COMMUNITY AND HUMAN SERVICES
EMPLOYMENT AND EDUCATION RESOURCES
YOUTH EMPLOYMENT AND EDUCATION**

Job Announcement No.:

Open: CLOSE:

WHO MAY APPLY: 519 Social Workers in Community Services Division??

WHERE TO APPLY: Required forms and materials must be sent to: Sue Churchill, King County Community Services Division, 401 Fifth Avenue, Suite 510, Seattle, WA 98104. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) PLEASE NOTE: Applications not received at the location specified above may not be processed. Faxes are accepted – but must be followed with a hard copy. No emails will be accepted.

FORMS AND MATERIALS REQUIRED: A *King County application form and *letter of interest detailing your background and describing how you meet or exceed each numbered qualification (#1-15) listed below are required. Cover letters that do not fully address the items listed below may not be considered. A King County application can be downloaded from the King County web site, www.kingcounty.gov or picked up from Room 450 in the King County Administration Building, 500 4th Avenue, Seattle

SELECTION PROCESS: All submitted application materials will be screened for clarity and completeness of presentation, and to determine qualifications and ability to perform job duties. The most competitive candidates will be referred for an interview.

WORK LOCATION: YouthSource Renton, 500 SW 7th Suite 200, Renton, WA 98057

WORK SCHEDULE: Typical work hours are 40 hours per week, 8:00 AM – 5:00 PM, Monday through Friday, but alternative schedules may be assigned as required by the program

POSITION SUMMARY: This position will recruit, assess, provide counseling, and support services to youth who have involvement with the juvenile justice system. The position will support youth to return to secondary school, complete their High School Diploma or GED, and move on to post-secondary education/advanced training or unsubsidized employment. Youth will have various barriers to success including low-income, parents, lack of work experience, low-basic skills, etc. Youth will be enrolled into a comprehensive education and employment program offered through Employment and Education Resources and provided with services that lead to success at school and work.

PRIMARY JOB DUTIES INCLUDE:

- Work as a team with basic skills instructors, other County staff and partners to develop integrated services to ensure that youth (ages 14-24 years) attain educational goals at secondary and post-secondary level.
- Recruit youth and assess youth to determine eligibility into various programs and barriers to attain program goals.
- Develop individual educational plan.
- Develop and maintain effective relationship with youth who have multiple barriers to success, including criminal justice and gang involvement. Counsel participants in academic, career, vocational/technical goals, employment, and personal issues. Mediate, problem-solve and coordinate individual services for clients
- Establish strong working relationships with WorkSource and YouthSource partners, e.g. King County Superior Court and Juvenile Rehabilitation Administration, organized labor, community and technical colleges, community-based organizations such as Seattle Education Access and TeamChild, state agencies such as DSHS, and ESD, and become familiar with services and referral procedures of these providers.
- Meet performance based outcomes per the specific program/grant related to activity completion, competency attainment and job placement.
- Develop and maintain relationships with Business Service Staff, employers, coordinate and monitor work experience training sites, provide job search and job retention training, job development and job search assistance services.
- Complete required paperwork for the program that may be related to client eligibility, activities, demographics, and outcome attainment. This includes monthly case summaries.
- Other duties as assigned.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

QUALIFICATIONS:

1. Bachelors or Masters Degree in social work, education, or related field.
2. At least three years' experience providing direct multi-level social services to disadvantaged youth populations.
3. Demonstrated ability to perform job duties within the context of understanding and applying complex regulations and definitions; and experience providing complete extensive technical documentation.
4. Knowledge of juvenile justice and court systems and the ability to navigate resources for youth involved with these systems.
5. Demonstrated experience developing and maintaining effective working relations with a diverse population of youth, criminal justice agencies, employers, other staff, community and technical colleges, and community based organizations.
6. Demonstrated experience developing community outreach strategies as needed to effectively recruit youth and assist youth in completing educational goals and securing quality employment.
7. Ability to effectively manage time to work on multiple tasks in high pressure/short deadline environment, and to adapt to changes in work load demand and priorities.
8. Strong interpersonal and human relations skills, including conflict resolution techniques.
9. Ability to work in stressful situations involving youth with barriers to success in education and employment.
10. Effective oral communication and interpersonal skills and the ability to work both independently and as part of a team.
11. Ability to communicate clearly and effectively with youth and employees from diverse cultural and socio-economic backgrounds.
12. Knowledge of developmental and motivation psychology.
13. Proficiency in the use of personal computers, with working knowledge of MS Word, Excel, Access, Outlook and the Internet.
14. Valid Washington State Driver's License.
15. Ability to pass a Washington State Patrol Background check.

UNION MEMBERSHIP: Positions in this classification are represented by Service Employees International Union, Public Safety Employees, Local 519, Non-Commissioned.

Class Code: 3116100

Position #93-8315-