

## JOB CLASS DESCRIPTION

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### YouthBuild Life Skills Specialist



Job Class: Life Skills Specialist
Department: YouthBuild
Supervisor: YouthBuild Manager
FLSA Status: Non-Exempt      Grade: 9
Revision Date: March, 2021
Prepared by: Bi-County CAP, Inc.

### **Job Summary:**

To conduct activities that assist YouthBuild participants in moving toward self-sufficiency. Perform the appropriate record keeping and administrative tasks necessary for the functioning of YouthBuild.

### **Scope of Responsibility:**

The position routinely exercises independent judgment, action and decision making in performing responsibilities. The Life Skills Specialist must practice good communication with other staff and have the flexibility to work around other program activities as circumstances may change.

### **Essential Duties and Responsibilities:**

- 1 Develops and facilitates activities and services for YouthBuild participants.
  - 1.1 Develops Life Skills activities and appropriate support mechanisms to assist YouthBuilders in meeting their objectives;
  - 1.2 Coordinates with Placement Advisor to arrange for guest speakers on life skills topics and with local businesses, agencies, area social service programs, and post-secondary bodies to encourage partnerships and opportunities for participants;
  - 1.3 Coordinates with teaching staff to develop activities where participants can receive school credit;
  - 1.4 Teaches group sessions during classroom days on work ethics, budgeting, balancing checkbooks, time management, banking, loans, and credit, meal planning, and shopping for home life, renting/housing options, buying a vehicle, soft skills, etc;
  - 1.5 Will assist students with filling taxes through community agencies;
  - 1.6 Oversees bi-weekly (every two weeks) meetings with the student body's Policy Committee.
  - 1.7 Assists participants in acquiring their driver's permit and/or license, arranges for driver's training courses, and assists participants who may need behind-the-wheel practice using an agency vehicle.
  - 1.8 Ensures quarterly completion of goal sheets;
  - 1.9 Assists with midterm and exiting reviews with other staff;
  - 1.10 Lead youth to ensure daily chores are completed by directing the youth Leader of the Week to oversee his/her team.
  - 1.11 Updates and stocks local agency brochures for participants reference;
  - 1.12 Contact absent students by phone or other means to discuss absence, responsibility, proper call-in procedures, and help resolve barriers if they are not following procedures or showing up for work;
  - 1.13 Ensures quarterly completion of goal sheets and mentors participants to achieve their goals;
  - 1.14 Documents participants progress and any concerns onto monthly Monitoring Letters;
  - 1.15 Participates in midterm and exiting reviews with other staff.

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- 1.16 Chaperones YouthBuilders at overnight state or national functions, participates in orientations and transports YouthBuilders as requested.
- 2 Evaluates or assess YouthBuild participants and their individual situations.
  - 2.1 Assists in the participant selection process;
  - 2.2 Identifies, assesses and refers YouthBuilders who may be experiencing difficulties with chemical use or mental health issues
  - 2.3 Assists participants in following through with recommended treatment plans;
  - 2.4 Assists participants with applications for housing, child care, health care, food assistance programs and other supports;
  - 2.5 Assists YouthBuilders in evaluating their current life and economic situations;
  - 2.6 Supervises YouthBuilders at school and communicates regularly with school staff;
  - 2.7 Participates in quarterly progress reports.
- 3 Performs functions in a way as to contribute to improving the self-esteem of YouthBuilder participants.
  - 3.1 Promotes the development of skills necessary to enable YouthBuilders to function successfully, now and in the future, in whatever role they choose to pursue in becoming self-sufficient;
  - 3.2 Interacts with participants in such a way as to promote positive self-esteem;
  - 3.3 Mentors YouthBuilders through the exploration process to identify possible alternatives that would have a positive impact on their economic and life situation and make referrals when appropriate;
  - 3.4 Assists YouthBuilders in obtaining component competencies on an on-going basis.
- 4 Completes appropriate administrative or miscellaneous tasks in support of the YouthBuild program.
  - 4.1 Maintains records as directed or required;
  - 4.2 Ensures participants timesheets are prepared accurately and timely for Bi-CAP and partnering agency e.g. Rural MN CEP;
  - 4.3 Keeps thorough notes of important life skill achievements and concerns to inform staff and summarizes notes onto monthly Monitoring Letters;
- 5 Communicates and maintains working relationships with others in carrying out job functions.
  - 5.1 Attends and represents the program and agency in a responsible, professional manner at all meetings;
  - 5.2 Frequently interacts with agency staff, clients and/or contractors to exchange information;
  - 5.3 Refers issues and concerns to the appropriate party for resolution as necessary;
  - 5.4 Keeps immediate supervisor informed of all problems, unusual or extraordinary matters of significance coming to his/her attention so that prompt corrective action can be taken where appropriate;
  - 5.5 Exercises courtesy in communicating with other members of the organization to provide information relating to the work assignment and progress of work or to convey information about conditions or work related needs;
  - 5.6 Adheres to agency's policies concerning data privacy.
- 6 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
  - 6.1 Knows and follows organization's rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
  - 6.2 Knows Bi-CAP's AWAIR and Right to Know policies and procedures;
  - 6.3 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;

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6.4 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.

7 Performs other duties and activities as assigned.

#### **Minimum Qualifications:**

High school Diploma and two years of related work experience or at least two years of advanced education in the field of Human Services. Preference is given for previous work assisting opportunity youth in a support setting. Applicants must have a valid driver's license and auto insurance.

#### **Knowledge, skills and abilities include:**

- Knows and promotes general rules of safety;
- Must have good reading, writing, communication and technical skills;
- Ability to supervise and work with youth;
- Ability to serve as a role model for youth;
- Ability to maintain relationships with co-workers, vendors and YouthBuild clients;
- Must be unbiased toward low-income families, racial and ethnic groups, and demonstrate an appreciation of cultural diversity and differing values;
- Must maintain CPR & 1<sup>st</sup> Aide Certification as required;
- Must meet the requirements of the Department of Human Services background study.

#### **Physical Demands & Working Conditions:**

Work is performed both indoors and outdoors, with intermittent exposure to disagreeable elements in moderate intensity, including exposure to heat, cold cleaners, adhesives, and power tools. There is frequent driving to various locations. At least five percent of time is spent on a construction site. Incumbent must be able to lift 10 lbs. frequently and 10 to 50 lbs. occasionally. Position requires frequent sitting and occasional bending, kneeling, twisting, and standing. Intermittent attendance at out of town overnight meetings is required.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Director retains the discretion to add duties or change the duties of this position at any time.

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Quadrant	Linda		Eric		Barb		FINAL	
	Value	Points	Value	Points	Value	Points	Value	Points
Qualifications	43	75	Q-		Q-		Q-	
Decision Making	23	43	D-		D-		D-	
Problem Solving	14	55	PS-		PS-		PS-	
Relationships	18	64	R-		R-		R-	
Effort : Part A	5	4	EA-		EA-		EA-	
Part B	10	8	EB-		EB-		EB-	
Hazards Environment	6	10	H-		H-		H-	
	11	23	N-		N-		N-	
	<b>TOTAL:</b>	<b>282</b>	<b>TOTAL:</b>		<b>TOTAL:</b>		<b>TOTAL:</b>	