

# Youth Resource Specialist

## *Full-Time Position – (32 hours per week)*

Interested in working with youth 16 to 24 years old? Central Wisconsin Community Action Council, Inc. (CWCAC) is looking to hire a full-time Youth Resource Specialist to join our Youth team. The Resource Specialist will implement the social service work plan and case management services to participants in Workforce Development Board of South Central Wisconsin Out-of-School Youth programming that promotes wellbeing, self-sufficiency, and social competency enabling successful participation in work readiness training and employment. Also work with the Independent Living program for Foster Care Youth aging out of Foster Care. If so, consider joining the Central Wisconsin Community Action Council team – send a letter of interest and apply today.

### General Statement of Required Education, Knowledge, Skills and Abilities

- Bachelor's degree in Social Work, human services or related field or Associate degree and equivalent work experience required and a minimum of 1 year-experience working with clients in a social service setting preferred.
- Possess good knowledge and sensitivity of the low-income community and youth, their needs and concerns as well as resources available to assist them
- Demonstrate leadership, organizational and team work skills
- Experience and/or ability in motivational interviewing and trauma informed care
- Experience preferred in organizing and facilitating meetings and empowering youth to be their own advocate. Ability to engage youth and adults.
- Ability to create and present in person and webinar based workshops
- Experience in data entry and proficient in using internet databases, web browser and spreadsheets with an eye for detail and ability to navigate screens
- Must have excellent communication and organizational skills, show the ability to exercise good judgment and to maintain confidentiality at all times
- Must have the ability to work independently, exhibit self-initiative, work well with co-workers and public
- Must be detailed oriented and able to keep accurate records and precise reports
- Ability to multitask effectively
- Must have valid driver's license and insured vehicle

### General Statement of Duties under supervision of Youth Unit Specialist and Unit Supervisor Homeless Intervention & Prevention

- Knowledge of supportive programs within both the agency and community, the ability to identify resources and appropriately network for the needs of the participants.
- Working with youth to develop a community plan to prevent youth homelessness.
- Working within the local community coordinating various providers to develop strategies for ending homelessness and identifying resources that are available to meet that goal.
- Work with agency staff and community resources to ensure a coordinated team approach for clients with multiple needs and providers.
- Coordinate and conduct Youth Team meetings. Form a local/regional youth action group.
- Attend large group meetings and trainings.
- Form relationships with other Youth Providers and agencies to best meet the needs of our youth.
- Perform other duties as required.

The above list is illustrative in nature. Central Wisconsin Community Action Council reserves the right to make adjustments to position descriptions, staff responsibilities policies and in order to meet the changing needs of the agency and those we serve.

### **Working Conditions:**

Must have the ability to work under medium to high level of stress due to overall nature of the position, ability to maintain composure and objectivity when working in difficult situations and with difficult clients. Some travel is required. Regular office hours are maintained with the exception of emergency situations, and funding source requirements, which may occasionally occur. Must be able to work independently.