

Central Virginia Planning District Commission Classification Description

Classification Title: Youth Career Navigator
Department: Workforce Development
Supervisor: Coordinator of Youth Talent Development
Pay Grade: 104
FLSA Status: Non-exempt

General Statement of Job

The Youth Career Navigators will take a lead role in implementing the Central Virginia Workforce Development Board (WDB) Youth Services work plan and will serve as case workers to Youth participating in Workforce Innovation and Opportunity (WIOA) programs. Navigators will work to recruit, develop career plans, and coordinate services to train the Youth Services participant for careers.

Specific Duties and Responsibilities

Case management: Each participant is unique and the Navigator will assist the participant in creating a successful career pathway plan. This will involve assessing career interests, abilities and values, determining service needs, coordinating with education providers and stakeholders and maintaining participant case files.

Recruiting and marketing: The Career Navigators will work with area stakeholders and education providers to identify young people would benefit from participation in the system. The Navigators will also work with business and education stakeholders to develop career pathways which will be utilized by program participants.

Administer programs according to WIOA and organizational guidelines: It will be necessary to document all participant information and contacts in a timely and accurate manner. Data collection and reporting will be part of the responsibilities.

Develop and deliver or coordinate delivery of the 14 WIOA required youth elements.

Collaboration with social services, adult education, schools and other education service providers will be necessary to develop effective career pathway plans.

Knowledge, Skills, and Abilities

Knowledge of educational and career pathway training opportunities is necessary and the ability to work with educational providers and stakeholders

Ability to communicate, both verbally and in writing, with diverse groups including young people who are economically disadvantaged and have barriers toward employment. Ability to bond/relate to high-risk older youth and act as an advocate for participants as needed.

Strong organizational skills to report data quantifying performance measure results.

Ability to coordinate, manage and sustain a large caseload.

Knowledge of youth work-based learning and career exploration programs through 4-H, Scouts and related organizations.

Ability to work as part of a team cooperating with the supervisor and co-workers in order to provide the optimum organizational service.

Skills to organize and facilitate meetings with a variety of stakeholders and participants.

Education and Experience

Bachelor's degree from an accredited college/university in an applicable human services field. Experience with case management techniques working with low-income, multicultural high-risk youth helpful. Experience in government or non-profit setting helpful. Possess or obtain a valid Virginia driver's license and provide own transportation.

Physical Conditions and Work Environment

Work is performed in a variety of settings including office environments to recruit, register and serve youth in the program. Applicants must be able to manage a computer and maintain records and files. Some evening and weekend work may be required. Job requires frequent use of hands and fingers to operate a computer and other equipment, and to reach with hands and arms. Occasionally required to stand, walk, bend, stoop, kneel, crouch or crawl, and occasional lifting or moving objects of up to 30 pounds. Requires close vision and ability to adjust focus.

Date Approved: **May 2017**

Date Amended: **February 2019**