



Job Title	Youth Development Worker (Case Manager), YouthBuild
PVN ID	BM-2311-005988
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Manhattan EOC
Status	Full Time
Annual Salary	\$42,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Feb 29, 2024 (Or Until Filled)

General Description

This Manhattan EOC YouthBuild program position is funded by the US Department of Labor (USDOL). The YouthBuild grants “support pre-apprenticeships that educate and train young people, from ages 16 to 24, who are neither enrolled in school nor in the labor market for jobs in high-demand industries. These industries include the construction industry, for which YouthBuild grants will help deliver education and training to enable students to use their abilities to build or rehabilitate affordable housing in their communities for low-income or unhoused families.”

The Manhattan EOC YouthBuild program is located at 163 West 125th Street, New York, NY 10027. The construction component of the program is also located in Harlem. Applicants should be able to travel to and within Harlem with ease and comfort. This is overwhelmingly an in-person position in Harlem. This project schedule is from 8am to 4pm Monday – Friday. Applicants must be available to work this schedule. Some evenings and weekends may be required.

Position Summary

This is a temporary full-time grant-funded position from the hire date through September 2026. Applications to be reviewed immediately. This position will be supervised by the YouthBuild Project Director or designee.

The YouthBuild Youth Development Worker is responsible for providing case management services including intake, development of a Personal Learning Plan, monitoring participant progress against their plan, and developing external support services and providing referrals to them.

The Youth Development Worker:

- In collaboration with the Project Director and YouthBuild staff develops programming, and activities for participants that are based in positive youth development and YouthBuild principles and values to cultivate leadership and personal development
- Completes intake assessments, supports youth in gaining documents for program eligibility and enrollment

- Provides case management to YouthBuild participants, and develops Personal Learning Plans in collaboration with the participants and additional staff as needed
- Meets regularly (weekly or biweekly) with participants to review their Personal Learning Plan, monitor participant progress, and ensure program compliance
- Facilitates youth leadership development workshops, and embeds youth development and leadership training into the instructional and occupational skills training
- Leads morning meeting (group check-in) with youth participants
- Identifies, organizes, and exposes participants to cultural and civic activities
- Collaborates with partners to develop and support community service projects
- Documents work efforts in YouthBuild and/or Manhattan EOC systems of record including progress notes, contacts with youth, youth outcomes, etc.
- Attends program components with youth participants regularly to support successful youth outcomes
- Develops a network of external partners for supportive services to participants (such as housing support, mental health services, substance use/abuse services, healthcare, etc.)
- Ensures the curriculum and program schedule follow YouthBuild guidelines of 50% academic preparation, 40% construction training, and 10% leadership development
- Supports regularly scheduled quality assurance program reviews to ensure compliance with program and professional standards

Other Duties

- Be knowledgeable/familiar with YouthBuild program policies and procedures essential to program monitoring to achieve stated program outcomes
- Participate in program planning and staff trainings
- Other duties as assigned

Qualifications

- Ability to communicate effectively in person and in writing with a wide range of individuals and organizations
- Ability to utilize multiple data tracking systems and electronic systems of student record to enter student data, review data, and generate reports
- Ability to support a youth development program
- Ability to develop an understanding of the YouthBuild framework
- Ability to set appropriate boundaries with participants
- Awareness of the social, economic, and cultural factors that affect our participants
- Detail oriented, self-motivated, and highly organized
- Ability to embrace the YouthBuild model driven by the values of accountability, love, collaboration, diversity, and leadership and ensure the model is embraced by all staff and partners

Minimum Qualifications:

Bachelor's degree and a minimum of 2 years of experience in youth development, advisement, or similar

Preferred Qualifications:

- Prior experience with a YouthBuild project is helpful
- Additional language skills are appreciated