



REPORTS TO: Program Manager, Reconnections Academy

JOB TITLE: Career Counselor/Case manager, Reconnections Academy

Background: The Youth Policy Institute (YPI) is a dynamic not-for-profit organization serving the needs of low-income youth and their families throughout Los Angeles. YPI operates a variety of programs supported by various city, state and federal funding agencies, including: Day Labor, Family Development Network and Valley Family Technology Project (City of Los Angeles), Computer Literacy and Training (CETF), Physical Education and GEAR UP (US Dept. of Education), Pre-school and After school Programs (CA. Dept. of Education), AmeriCorps (California Volunteers/NCLR), Bert Corona and Monseñor Oscar Romero Charter Middle Schools, Supplemental Educational Services, and others.

SUMMARY: Evaluate eligibility criteria for youth enrolling to Reconnections Academy serving 200 youth. Plan and implement Individual Service Strategies for youth. Responsibilities may include but are not limited to the following:

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- Screen candidates for eligibility (income verification, age, residency, employment verification, reading level, selective service, reading level, etc.)
- Collect and process W.I.A. eligibility documentation, enrollments, exits and follow-ups of program participants
- Counsel youth regarding educational issues such as course and program selection, assist youth to develop a career plan.
- Create Individual Service Strategies for program participants to address barriers to help them understand and overcome personal, social or behavioral problems affecting their educational or vocational situations. and facilitate entry and success in the workplace;
- Meet with youth to prepare for later educational experiences by encouraging them to explore learning opportunities and placing them in post-secondary education track.
- Confer with program manager or other counselors to resolve academic or other problems. Identify resources for supportive services
- Provide referrals for crisis intervention to youth when difficult situations occur.
- Orient/educate program participants on work readiness (i.e., punctuality, attendance, appearance, work ethic, etc.)
- Provide assistance with resumes, interviewing techniques, etc.

YPI is an equal opportunity employer.

- Track and document outcomes through the use of tracking forms provided; maintain records meticulously, case notes, etc.
- Assist in collection of timekeeping records, pay check distribution, etc.
- Some travel between sites may be required.

SKILLS & QUALIFICATIONS

- Case management experience. Experience working with youth preferred.
- Professional demeanor and strong interpersonal skills
- Demonstrated ability to work effectively as a team member
- Strong computer skills a must
- Must be organized and detail-oriented; self-starter; bilingual Spanish
- Reliable transportation. If applicable, will be required to submit proof of acceptable driving record (DMV H-6 printout), auto insurance, valid driver license.

Compensation: commensurate with experience,

Benefits: Employer-subsidized, medical, dental, vision insurance.

Hours/week: Full time

Other: Must pass TB test and background check

How to Apply: Email cover letter and resume to jobs@ypiusa.org. Write "Reconnections Career Counselor/Case Manager" in the subject line. No phone calls please. Job open until filled.