

PIMA PREVENTION PARTNERSHIP

AmeriCorps Position Description

Position Title: AmeriCorps Member for Youth Pathways Program (Quarter-Time (450 hours)

Quarter-Time: Completion of 450 hours by August 31, 2017

Contract period: 2/1/2017-8/31/2017

Average of: 14 hours per week or more as needed

Living Allowance: \$3,315.00

Education Award after completion of service: \$1,250.00

Position Description: This volunteer position reports to the Workforce Development and Mentoring Program Manager and is responsible for assisting and providing support to the Youth Pathways Coach with working with vulnerable youth participating in PPP's Workforce Development Program, Pima Pathways to Justice Careers. PPP's intent is to introduce youth to justice careers ranging from law to emergency medical services, by providing hands on training, soft skills curriculum, mentoring and job opportunities to high school aged youth. Responsibilities include:

- Training teens in life skills and employment soft skills;
- Assisting case managers with enrollment, testing, and case management support activities;
- Supervising teens during scheduled activities, including assessment and face-to-face case management activities;
- Assisting the case managers with maintaining a safe, high quality workspace, including tools and equipment;
- Assisting case managers with entering participant data into electronic data base.

Specific Duties (support and assist the Youth Pathways Coach):

- Conduct assessment, case management, and career exploration and exposure activities with enrolled students in accordance with project implementation plans and timelines.
- Develop an Individual Service Strategy Plan (ISS) with every assigned student within required time frame and updates plan as indicated in plan.
- Refer students to needed services as indicated in ISS and maintains outreach relationships with referral agencies and organizations pertinent to each students' support needs.
- Provide training in the areas of workforce readiness, personal hygiene, accessing community resources, medical adherence, household management or other needs as outlined in the students' ISS and self-sufficiency matrix.
- Be on time and complete all assigned activities/tasks to include evening and Saturday shift work.
- Work with each assigned school partner to identify, recruit and enroll eligible students.
- Supervise youth in all aspects of the program to ensure their growth and their safety.
- Serve as liaison with assigned school sites and project partners.
- Complete and submit required program records, including data base entry, in an accurate and timely fashion, ensuring that they capture all data elements required by program funders and regulatory agencies. Ensure records are appropriately stored.
- Attend meetings on behalf of the project and the organization when assigned by Workforce & Mentoring Programs Manager.
- Adhere to all policy and procedures as outlined in the PPP Employee Handbook and other PPP department/program procedures.
- Follow all school site policies and procedures.
- Perform all other related duties as assigned.

Necessary Skills:

- Bi-lingual – Spanish – Preference
- Demonstrated ability to work with high-risk teen and young adults.
- Experience working with youth and young adults with diverse backgrounds
- Demonstrated understanding of community resources applicable to adolescents and their families.
- Demonstrated ability to work as a team member and to accept supervision

- Excellent communication and interpersonal skills
- Demonstrated presentation and facilitation skills
- Ability to be a self-starter and take initiative
- Accepts responsibility and is self-motivated
- Ability to multi-task and have time management skills
- Strong reporting skills – oral and written formats
- Once trained, possess the ability to complete projects independently
- Ability to maintain effective working relationships with people of varied social, cultural and educational backgrounds.
- Ability to perform recurring tasks while maintaining a standard of excellence at all times
- Excellent overall computer skills including Microsoft Office, databases, and spreadsheets
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Must be able to use the following equipment: personal computer, including spreadsheet, word processing, PowerPoint; telephone; calculator; and copy machine
- Ability to work a flexible work schedule, including evenings and Saturdays.
- Must be able to obtain a valid Arizona driver's license and become insurable
- Must be able to obtain or current certification in Standard First Aid and CPR
- Must be able to obtain a Fingerprint clearance card and pass a background check.

Physical Requirements:

- Must be at least 18 years of age.
- Must be able to work a flexible schedule including afternoons and evenings until 7 p.m. and some Saturdays.
- The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required include close vision, distance vision and the ability to adjust focus. The noise level in the work environment is usually moderate.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

For more information, please contact:

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Pima Prevention Partnership
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