



NORTH CENTRAL WISCONSIN WORKFORCE DEVELOPMENT BOARD

2017

LifeWork\$ Summer Employment Program Limited Term Employment

JOB TITLE: LifeWork\$ Summer Youth Advocate

DEPARTMENT: Workforce Services

SUPERVISOR: Classroom Teacher/LifeWork\$ Coordinator

North Central Wisconsin Workforce Development Board (NCWWDB) is a public/private partnership between government and business that plans, administers and coordinates employment and training programs in the nine counties of Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood. This region is known as Workforce Development Area 6. NCWWDB's purpose is to provide policy, planning, oversight and funding for local workforce development programs and address workforce issues as they emerge within the region.

GENERAL JOB DESCRIPTION:

The LifeWork\$ Youth Advocate will assist the Teacher in assessing the employability needs for youth with disabilities. The Youth Advocate will assist in the two week classroom, work with local employers to set up temporary worksites and provide on-site skills training for youth participating in the program. The Youth Advocate will provide youth with valuable skills that will develop the foundation needed for successful employment through a two-week employability and independent skills course, followed by a temporary paid work experience.

MAJOR DUTIES AND RESPONSIBILITIES:

Strong organizational skills are needed to assist in the implementation of a summer youth program, from classroom start up to worksite completion. Responsibilities include assisting the classroom teacher, arranging summer worksites in the local community, and providing on going monitoring of the worksite. The Youth Advocate may also serve as an on-site skills trainer for youth with greater needs. Strong oral and written communication skills are essential, along with the ability to work closely with and take direction from the Teacher.

MINOR DUTIES AND RESPONSIBILITIES

Data entry of key information for accounting and reporting purposes. Ability to travel within a two-three county area, as needed.

QUALIFICATIONS FOR THE JOB

Education: Some college preferred. Candidates must be qualified to provide direct services to youth.

Experience: Knowledge and experience working with youth with disabilities. Knowledge of the soft skills needed for successful employment, and basic labor market information in the area. Strong organizational and oral/written communication skills required. Transportation required. Ability to use Microsoft Word and Excel required.

KEY COMPETENCIES

Understanding the needs of youth with disabilities

Analytical Skills

Communication Skills (Oral and Written)

Organizational Skills

Computer Skills (Microsoft Word and Excel)

HOURS

Some flexibility with hours: Monday through Friday 8:00 a.m. to 4:30 p.m.

Example of 2017 summer schedule:

Week of June 12 – Program orientation & training (up to 32 hours)*

Week of June 19 – Classroom and worksite development (up to 40 hours)*

Week of June 26 – Classroom and worksite development (up to 40 hours)*

July 5 to July 7 – Finalize worksite arrangements (up to 24 hours)*

Week of July 10 – Worksite monitoring and on-site skills training (up to 40 hours)

July 17 to August 10 – Worksite monitoring and on-site skills training (up to 20 hours per week)

August 11 – End of summer celebration (up to 6 hours)*

Week of August 14 – End of program reporting (up to 12 hours)*

*Additional hours beyond what is listed will require prior approval from LifeWork\$ Coordinator.

PAY

The Youth Advocate will be paid \$13.50 per hour, with eligibility for an incentive bonus of \$200 upon project completion. There are no fringe benefits for limited term employees. Mileage reimbursement is provided per NCWWDB policy.

Resume and cover letter can be submitted to Jane Spencer, North Central Wisconsin Workforce Development Board via email at jspencer@ncwwdb.org.