

VACANCY ANNOUNCEMENT



Youth Services Specialist

The Tri-County Council for Southern Maryland has a position open for a Youth Services Specialist with a background in workforce development, preferably in the Southern Maryland region.

Responsibilities include conducting participant intake, orientation and workshop facilitation, assessments, data entry as it relates to the workforce development program. Job entails utilization of job search and career counseling. Knowledge of workforce and career preparation programs and services is preferred.

Candidate must monitor participant involvement and progress in program activities including career planning and educational guidance, placement services and complete all required reporting and case management documentation.

Requires excellent writing, verbal and interpersonal communications skills. Ability to work independently, within deadlines and manage multiple priorities. Must have Bachelor's degree in social work, psychology or related human services field or work experience on a year-for-year basis may be substituted for required post-secondary education. Experience with federal laws and regulations pertaining to the Workforce Innovation and Opportunity Act (WIOA) strongly preferred.

Conditions of employment: daily access to a vehicle, clean driving record, clean background check, ability to work evenings and weekends as required. The Council is committed to providing the necessary equipment to perform this job. Employees are required to have electronic equipment provided by the Council. Employees are responsible for the equipment and replacement and will sign a form agreeing to this condition.

Salary range (\$38,880-\$44,901) based on education and experience.

Position Closes 1/2/2018

Excellent Benefits.

Send cover letter, resume and references to:

TCCSMD, P.O. Box 745, Hughesville, MD 20637.

Or by email to: info@tccsmd.org

Equal Opportunity Employment