

Total Action tap For Progress into hope

JOB DESCRIPTION

JOB TITLE: Leadership and Life Skills Developer II

COMPONENT: This Valley Works (TVW – YouthBuild Plus - Center for Employment Training)

SALARY: \$14.00 - \$16.00/Hourly

CLASSIFICATION: Non-Exempt

DEFINITION AND PURPOSE:

Primary responsibility for assisting with formal leadership development activities and for assessing participant educational, occupational, and support needs and coordinating support services for those identified needs.

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: Operations Manager
Supervises: No one
Coordinates with: Other YouthBuild Plus staff, Habitat for Humanity, Roanoke City Schools, Virginia Western Community College, local banks, local HR Managers, housing providers, social services, other community service providers

RESPONSIBILITIES:

- Assist Leadership and Life Skills Developer I with the development of the trainee's IDP and updated it regularly based on trainee's progress towards goals.
- Identifies life challenges of trainees and works with them to access the supportive services and resources of our program's partners or other providers in the community.
- Maintains accurate attendance logs and timesheets of trainees with the assistance of the Construction Trades Instructor and Educational Instructor.
- Assists the staff in planning and team-teaching weekly activities related to leadership.
- Updates master trainee file and is responsible for ensuring all staff update it regularly.
- Loads trainee information in the Department of Labor's information management system and the YouthBuild USA information system.
- Works as a member of the total staff/team, integrating life skills learning with site learning and academic learning as appropriate.
- Keeps Classroom Instructor, Construction Trades Instructor and other staff informed about issues and needs of the trainees.
- Participates in regular trainee reviews.
- Implements attendance and other policies and procedures consistently.
- Assists in performing compliance audit and file maintenance.
- Assists with the development and implementation of Alumni and Council meetings.
- Performs other duties as assigned or required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Experience working with at-risk youth required.
- Thorough knowledge of interviewing, assessment, and counseling techniques.
- General knowledge of social, economic, health and educational problems as they apply to young adults; general knowledge of individual and group behavior.

- Ability to identify social problems and needs and to assess the ability of individuals and families to utilize services in problem solving.
- Ability to work in a team environment, and to establish working relationships with clients, other professional and technical staff, social agencies, and the general public.
- Facility with using Microsoft Office suite.
- Strong oral and written communication skills.
- Occasional work coverage on construction site.
- Able to effectively communicate with young people who have not completed high school and be committed to helping them succeed in reorienting their lives and in building their leadership skills.

TRAINING, EDUCATION AND EXPERIENCE:

- Graduation from an accredited four-year college or university with a major in sociology or related field.
- Experience in social work and/or leadership training preferred.
- Experience managing client files in accordance with federal and/or state agency regulations.

SPECIAL REQUIREMENTS:

- Reliable transportation and a valid Virginia Operator’s license with a good driving record for insurance purposes.
- Free to travel as necessary.
- This position requires the individual to be in the field and must have contact with the office staff and supervisor therefore an agency issued cell phone is necessary.
- Must pass drug screening and complete background screening including: criminal, sex offender and child protective services.
- Physical activity of this position – climbing; ascending and descending ladders, stairs, scaffolding, ramps, poles and the like; balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching and typing; grasping, feeling, hearing, talking, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements of this position – light work; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.
- Visual acuity requirements – close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Conditions subject to in this position – worker is not substantially exposed to adverse environmental conditions.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Every TAP employee shares in TAP’s responsibility to “Mobilize Community Resources” in support of TAP’s anti-poverty efforts.

TAP hires only U.S. Citizens and lawfully authorized aliens.

Equal Opportunity Employer/Drug Free Workplace
Bilinguals Encouraged to Apply