



King County

Invites Applications for the Position of:

Social Services Professional

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 12/14/18 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 12/30/18 11:59 PM (GMT -8:00)

SALARY: \$29.78 - \$37.75 Hourly

LOCATION: YouthSource - 645 Andover Park West, Tukwila, WA 98188

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Community & Human Services

JOB NUMBER: 2018SC9086

SUMMARY:

The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant and connected to community.

This recruitment may be used to fill multiple Social Services Professional openings in our youth programs over the next six months. DCHS currently has multiple positions that will assess, provide counseling, career coaching and support to young people who have dropped out of school, are receiving educational services at one of King County Employment and Education Resources (EER's) Re-engagement Centers or partner sites, and/or are involved with the juvenile legal system in King County. These positions work with young adults ages 16-24 years and provide job readiness training, job search assistance, job placement, and employment retention and support services to youth/young adults. These positions will also help young adults engage in appropriate educational services in order to achieve a secondary credential and move on to and through post-secondary education/advanced training or unsubsidized employment. Youth/young adults will have various barriers to success including low-income, lack of work

experience, homelessness/unstable housing, low-basic skills, justice involvement, etc. Young adults will be enrolled into a comprehensive education and employment program offered through EER and provided with services that lead to success in education and employment.

Who May Apply: This position is open to all qualified candidates that meet the minimum qualifications. The Department of Community and Human Services values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.

Work Schedule These positions are nonexempt and eligible for overtime with supervisory pre-approval. Typical hours are Monday - Friday 8am-5pm. These positions are represented by PSEU Local 519.

Recruiters: Susan.Churchill@kingcounty.gov and Anne.Masters@kingcounty.gov

JOB DUTIES:

- Recruit youth/young adults that are low-income/unemployed and in need of employment.
- Assess young adults to determine eligibility into various programs and barriers to attain program goals.
- Develop individual service plan with short-term and long-term goals, and monitor plan with the young person.
- Develop, support, maintain and grow an effective relationship with youth/young adults ages 16-24 years who have multiple barriers to success, including juvenile justice involvement, high school dropout, etc.
- Counsel young adults in career, vocational/technical goals, employment, and personal issues. Mediate, problem-solve and coordinate individual services for young people.
- Establish strong working relationships with WorkSource and YouthSource partners, e.g. King County Superior Court and Juvenile Rehabilitation Administration, organized labor, community and technical colleges, community-based organizations such as Seattle Education Access, State agencies such as DSHS, and ESD, and become familiar with services and referral procedures of these providers.
- Meet performance based outcomes per the specific program/grant related to activity completion, competency attainment, GED attainment, job readiness training completion, internship placements and completions, and job placement.
- Help young people gain access to post-secondary education/advanced training including but not limited to exploring different program options, applying for opportunities, completing financial aid/scholarships, etc.
- Develop and maintain relationships with Business Service Staff, employers, coordinate and monitor work experience training sites, provide job search and job retention training, job development and job search assistance services.
- Complete required paperwork for the program that may be related to client eligibility, activities, demographics, and outcome attainment. This includes monthly case summaries.
- Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

1. Bachelors degree in social work, education, or related field and/or equivalent education and experience.

2. At least three years of professional experience providing direct multi-level social services to disadvantaged youth/young adult (ages 16-24 years) populations.
3. Demonstrated ability to perform job duties within the context of understanding and applying complex regulations and definitions; and experience providing complete extensive technical documentation.
4. Knowledge of juvenile justice and court systems and the ability to navigate resources for youth involved with these systems.
5. Demonstrated experience developing and maintaining effective working relationships with a diverse population of youth, criminal justice agencies, employers, other staff, community and technical colleges, and community based organizations.
6. Demonstrated experience developing community outreach strategies as needed to effectively recruit youth and assist youth/young adults in completing educational goals and securing quality employment.
7. Ability to effectively manage time to work on multiple tasks in high pressure/short deadline environment, and to adapt to changes in work load demand and priorities.
8. Strong interpersonal and human relations skills, including conflict resolution techniques.
9. Ability to work in stressful situations involving youth with barriers to success in education and employment.
10. Effective oral communication and interpersonal skills and the ability to work both independently and as part of a team.
11. Ability to communicate clearly and effectively with youth and employees from diverse cultural and socio-economic backgrounds.
12. Knowledge of developmental and motivation psychology.
13. Proficiency in the use of personal computers, with working knowledge of MS Word, Excel, Access, Outlook and the Internet.
14. Valid Washington State Driver's License.
15. Ability to pass a Washington State Patrol Background check on a post offer/pre hire basis.

Desired Qualifications:

Experience with BFET training programs/services.