

Program: PA CareerLink® Philadelphia

Location:

Job Title: Youth Navigator

Salary: \$37,000.00 - \$49,000.00

Department: Workforce Development

Type: Full Time **Hours:** 35

Reports to: WIOA Team Lead

The Youth Navigator reports to the WIOA Team Lead and serves as a liaison with all youth program partners and PA CareerLink® Philadelphia. The Youth Navigator will serve older youth ages 12-24 and works with them to determine the appropriate program referral – Youth Program, WIOA Adult Program or Co- Enrolled.

Essential Results:

- Welcomes older youth to the PA CareerLink® Philadelphia
- Provide a seamless transition into the adult system within PA CareerLink®
- Assist with the coordination of PA CareerLink services and activities
- Provides case management to youth that aren't connected to a youth program
- Provides career exploration guidance using CareerScope or other assessment tools
- Provides outreach to youth programs at their sites regarding opportunities at the PA CareerLink®
- Conducts workshops and presentations to youth programs and their staff to help bridge youth to PA CareerLink®
- Explore PA CareerLink® services to address participant identified needs through other sources or community resources
- Actively coordinate with other entities essential in the physical and/or behavioral care delivery for the Participant to ensure seamless coordination between physical, behavioral and support services
- Coordinate with providers and potential providers of services to ensure seamless service access/delivery and acts as single point of contact for PA CareerLink® as it relates to youth services
- Facilitates conversations with stakeholders in the Youth Workforce and PA CareerLink® community regarding best coordination of services, practices and bridging of youth
- Has deep understanding of qualifications for various youth program enrollment through collaboration with providers to best assess fit for youth participants and refer when appropriate
- Recruit, interview and orient youth participants for the PA CareerLink®
- Maintains records as required and prepares narrative and statistical reports
- Creates and facilitates a weekly Professional Youth Networking Group
- Coordinates opportunities and activities for participants in community youth programs
- Collaboration with program staff to help prepare students for their post-program plan(s)
- Participation in various youth workforce provider convening's, conversations, and learning communities

Qualifications and Experience:

- Bachelor's degree in related field with 4-6 years of experience working with older youth

- Associates degree in related field with 5-7 years of experience working with older youth
- Knowledge of best practices within Youth Development and Education Systems within the Philadelphia region
- Excellent written and verbal communication skills and experience in preparing and conducting workshops and training sessions
- Good organizational skills and willingness to be part of a team
- Good communication skills with youth 16 through 24 years of age and their families
- Good organizational skills and willingness to be a part of a team
- MS Office proficiency (Excel, Word, Outlook, and Publisher)
- Excellent interpersonal, relationship-management, and customer service skills
- Must have a desire to help others, be enthusiastic and outgoing
- Other duties as assigned