



JOB DESCRIPTION:

Youth Workforce Development Service Navigator

TITLE: YOUTH WORKFORCE NAVIGATOR

FUNCTION: Use your skills to help young people at risk of lifetime under-employment achieve vocational success! Starbridge is looking for staff who want to make a difference in the lives of our youth—someone committed to discovering the unrecognized potential in young people. Navigators will also help to identify and engage with adults willing to commit to mentoring/coaching each participant.

JOB RESPONSIBILITIES

- Develops and maintains rapport with each youth enrolled and with the youth's network of supports.
- Develops service strategy focused on educational and/or employment goals with targeted outcomes. Engages in problem solving activities necessary to remove barriers toward progress.
- Helps youths develop job acquisition skills, including job search strategies, resume development, interview preparation, completion of job applications and general expectations for workplace dress and behavior.
- Seeks out supportive services as needed to ensure youth have clothing, personal hygiene products and access to transportation necessary for success in the workplace.
- Assists youths with seeking out educational opportunities as appropriate.
- Establishes and maintains formal relationships with a network of youth system partners, including Rochester Works, youth service agencies and employers.
- Engages in outreach and recruitment activities to identify youths in need of work force readiness services.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in a Human Services related field preferred.
- Minimum of 2 years' experience working with young adults with disabilities or families of youth with disabilities required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Person Centered approach to service delivery required.
- Ability to work with individuals independently outside of an office setting required.
- Bilingual Spanish-English preferred.

OTHER REQUIREMENTS

- Demonstrated knowledge of community resources as relates to service population.
- Must have valid driver's license and reliable, insured vehicle.
- Must be able to work effectively with a diverse population.

Please apply with resume via [Indeed.com](https://www.indeed.com)