

Job Title: Youth Counselor (Part-time)
Department: WFA / Project Discovery
Reports To: Youth Team Leader
FLSA Status: **Non-Exempt**
Salary: \$15/hr (based on experience)
Reviewed: 4/26/2023

FUNDING NOTICE: Position will be reviewed by March 31st annually to determine funding availability in the new fiscal year beginning July 1st annually.

COVID-19 NOTICE: Proof of receipt of the COVID-19 vaccination required. Proof of immunization must include a copy of documentation indicating the vaccines received.

WORKING SCHEDULE: Schedule will vary depending on site assignment. Typical schedule will be Monday thru Thursday 3 p.m. – 7:00 p.m.; Friday 1 p.m. – 5:00 p.m. Staff will be asked to work the 2nd and 4th Saturday from 9:30 a.m. to 12:00 p.m.

SUMMARY

The Hampton Roads Community Action Program serves more than 7,000 individuals or 10,000 households annually through its 23+ programs and services. The Youth Counselor will create innovative before and after school programming for middle and high school youth. Duties include coordinating weekly programming that aligns with the agency's curriculum provided by its various funding sources. The Youth Counselor will be responsible for recruiting, enrolling, and facilitating workshops, seminars, college tours, and other programming to ensure that all youth have access to post-secondary options before they graduate.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties within the scope of this position may be assigned.

- Document daily activities and attendance using HRCAP Client Management System - EmpowOR.
- Complete intakes, determine eligibility, and maintain files on all enrolled youth.
- Assist with recruitment, screening, and enrolling middle and/or high school students into the agency's programming.
- Assist in preparing materials for workshop topics on: goal setting, study skills, preparing for high school and/or college, career planning, decision making, effective communication, etc.
- Submit weekly, monthly, and quarterly reports to Youth Team Leader.
- Assists in promoting and marketing the program in the community.
- Must accompany students on college visits and field trips.
- Maintains confidentiality pertaining to any type of information on each student/ family; treat students and their families with dignity and respect; display a positive, caring attitude towards students and their families.
- Provide transportation for students to and from activities.
- Maintains agency's vehicle on an ongoing basis by performing pre- and post -trip inspections.
- Attends training, workshops and in-services as required to the job.

- Prepares and assists in the end of the year annual event.
- Operates a motor vehicle to conduct work activities.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

SKILLS REQUIRED include the following. Other skills within the scope of this position may be assigned.

- Helps establish performance measures and monitors outputs and outcomes.
- Comprehensive understanding of data systems, including tracking, reporting, monitoring, customer satisfaction, and evaluation.
- Ability to work independently, take initiative and be an effective team member.
- High-level communication and interpersonal skills a must.
- Exceptional time management skills with ability to multitask; ability to work well under pressure, prioritize workload, and meet tight deadlines.

SUPERVISORY RESPONSIBILITIES

None.

SAFETY RESPONSIBILITIES

In addition to complying with the guidelines for all associates:

Comply with all Federal, State and Local regulatory standards and procedures.

Ensure that all associates are trained in HRCAP's Safety Policies, Rules and Regulations; trained for the jobs they will be performing; trained for the equipment they will be using; and understand the potential safety hazards in their work area.

Ensure that applicable personal protective equipment is available, in proper operating condition, and used for each job performed.

Ensure that equipment is in safe operating condition and that all safe guards are in place.

Constantly monitor the work area, conduct periodic safety inspections of your area and take immediate corrective action when work areas and/or practices are deemed to be unsafe or deficiencies are found.

Conduct accident/incident/near miss investigations in a prompt and thorough manner and initiate procedures to prevent reoccurrence.

Immediately report accidents/incidents/near misses to Human Resources and the department director.

Be accountable for all staff who are out on lost time accidents and actively initiate light duty return to work as soon as possible.

Be accountable for the failure of all staff who fail to follow safety rules and regulations, and acceptable work practices.

Discipline those who disregard safe work practices and procedures.

INFORMATION PRIVACY AND SECURITY

This associate may have access to Confidential Information (CI) and is required to be familiar with the HRCAP's Privacy policy related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty to a high standard. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School diploma.
- BA/BS preferred or must be currently enrolled or have at least 40 credit college hours completed with verifiable transcripts.
- Expertise in MS Office-Excel, PowerPoint, and Word
- Must possess and maintain a valid Virginia driver's license
- Criminal record check and fingerprints, negative Tuberculin Tine screening test or a valid chest X-ray within 10 working days of conditional offer, and driving record required for employment.

CERTIFICATES, LICENSES, REGISTRATIONS

Current state driver's license, proof of current auto insurance coverage, satisfactory driving record and working vehicle required.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



LIGHT

Lifting 20 pounds maximum with frequent lifting and/or carrying objects weighing up to 10 pounds. Walking or standing to a significant degree involves sitting most of the time with a degree of pushing and pulling.

WORK ENVIRONMENT

There are no unusual work environment characteristics associated with performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions.



LIMITED

General office environment infrequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)

STANDARDS FOR MEASURING PERFORMANCE

The effectiveness of the performance of the Youth Counselor will be measured by the following standards:

1. Adherence to a strategic plan, the achievement of goals, the implementation of the creation of programs and activities and the attainment of budgetary targets.
2. Quality and level of youth and parent support achieved in relation to plan, timeline, and goals.
3. Quality and level of effectiveness in building community relationships among all constituent groups cited above.
4. Coordination with staff in planning and orchestrating HRCAP initiatives relevant to program needs and strategic direction.
5. Overall contribution to the achievement of the organization's mission and objectives.

RECEIPT OF JOB DESCRIPTION

I have received, reviewed and understand this job description. I further understand that I am responsible for satisfactorily performing the essential duties described in the job description. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without accommodation. I understand that if I will need an accommodation for this position, I will inform Human Resources and management of my accommodation needs.

Print Name _____

Associate Signature _____

Date _____