

Job Title: Youth Team Leader
Department: WFA / Project Discovery
Reports To: Director of Program Innovation and Transformation
FLSA Status: Exempt
Salary: \$34,118 - \$41,111 (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:

Operating hours:

Monday, Tuesday, Friday 8:00 a.m. to 5:00 p.m.

Wednesday and Thursday 11:00 a.m. to 7:00 p.m.

2nd and 4th Saturday 9:00 a.m. to 2:00 p.m.

Schedule submit to change with some early morning, evening and weekend work as assigned by the supervisor.

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 Team Leader will create innovative before and after school programming for youth. Duties include coordinating weekly programming that aligns with the agency's curriculum provided by its various funding sources. The Youth Team Leader must be detail-oriented, organized, and able to generate reports from multiple client databases to analyze and report data deficiencies recorded/not recorded by agency staff.

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.
- following: client intakes, pre-assessment PKBS-2, Drug Abuse Screening Test, DASTT19, self-sufficiency assessment at entry into program, for ongoing periodic evaluation, and at exit of program.
- Facilitate weekly youth workshops held at various middle and high schools and other satellite offices.
- Conduct monthly meetings with parents to HRCAP ensure wrap-around services are utilized activities.
- Serve as a liaison to the HRCAP Project Discovery Advisory Committee and other agency coalitions.

- Create and maintain community partnerships.
- Participates in outreach/workshop/consultation services in the community.
- Complete intakes, determine eligibility, and maintain files on all enrolled youth.
- Maintains current listing community resources.
- Operates a motor vehicle to conduct work activities.
- Performs general/clerical tasks, which may include answering telephone calls, entering data into computer, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- 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

Youth Counselors and other assigned positions.

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

- BA/BS preferred.
- Experience with program eligibility evaluation.
- 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
- Adept at networking, building relationships, and community engagement
- Ability to work across the organization to deliver solutions that meet internal and external objectives

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 Team Leader 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.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit: <https://hrcapinc.org/about/employment/> to complete or print an application and mail it to P.O. Box 37, Newport News, VA 23607 or fax it to 757-534-9240. Also, you can email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until the position is filled.

Hampton Roads Community Action Program is an Equal Opportunity Employer