

**Northwest Michigan Works!**  
**Job Title: Youth Career Advisor**  
**Department: Youth Services**  
**FLSA Status: Exempt**

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## **Position Summary**

The Youth Career Advisor is instrumental in helping young adults overcome barriers to education and employment. The role involves mentoring and empowering individuals by providing tailored support, conducting evaluations, and connecting them with resources that will help them achieve their goals. This includes working with clients on an individual basis, as well as facilitating work-based learning experiences in group or classroom settings. Significant documentation in computer databases is necessary.

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## **Supervision:**

- Reports directly to the Regional Director of Youth Services.
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## **Key Responsibilities and Duties**

The Youth Career Advisor may be responsible for the following tasks, including but not limited to:

### **Instruction & Program Development**

- One-on-One Coaching: Meet with customers individually to create customized training, education, and employment plans.
- Facilitate group instruction using effective teaching techniques to deliver work-based learning experiences.
- Organize and execute new projects while evaluating and improving existing services.

### **Youth Engagement & Support**

- Plan and execute outreach initiatives to engage and recruit potential customers. Recruit and select youth participants by obtaining referrals from advisory committees, school personnel, and parents.
- Conduct interviews using Jobs for America's Graduates (JAG) guidelines to assess program suitability for prospective youth and/or guidelines for the Workforce Innovation and Opportunity Act (WIOA).
- Customize program activities to meet individual student needs and develop personalized intervention strategies.
- Provide case management, follow-up services, and employer outreach to ensure youth success. Identify and help overcome obstacles preventing customers from advancing in education and employment. Guide and support customers during their educational and training activities to ensure they succeed.

### **Program Oversight & Administration**

- Maintain accurate customer records (both electronic and physical) in compliance with confidentiality requirements and organizational standards.
- Monitor, evaluate, and document program activities and effectiveness.
- Participate in regional and statewide meetings, training sessions, and professional development activities.
- Build and maintain strong relationships with local community organizations, post-secondary providers, and human services agencies to enhance program offerings.
- Organize and carry out tasks (logistics, publicity, community outreach) for events and programs to reach team goals.
- Supervise and chaperone students during leadership conferences, college tours, employer visits, and community service events (which may require travel within Michigan or out of state).

### **Career Readiness & Workforce Integration**

- Mentor students by providing comprehensive career assessments, job leads, guidance, structure, and support. Assist customers in finding employment opportunities and help them transition into the workforce.
- Coordinate youth work experiences, ensuring proper paperwork completion and appropriate job placements.
- Integrate students into the Michigan Works! system to maximize available resources.

### **Qualifications & Skills**

- Education & Experience:
  - Bachelor's degree or equivalent experience in a related field. Experience working with youth in an educational or human services setting.
- Technical & Professional Skills
  - Proficiency in Microsoft Office, Google Suite, social media, and other business software.
  - Case management experience, including data entry and tracking.
  - Comfort and skill in presenting to individuals and groups, including leading workshops and informational sessions.
- Interpersonal & Communication Skills
  - Ability to build effective partnerships and collaborative relationships with clients, team members, community organizations, training providers, and agencies.
  - Strong customer service and interpersonal skills.
  - Excellent oral and written communication abilities.
- Personal Attributes
  - Ability to lead, mentor, and coach customers in a positive and empowering manner.
  - Highly organized, energetic, and optimistic.
  - Understanding of at-risk youth and family dynamics.
  - Familiarity with community resources is preferred.
- Additional Requirements
  - Possession of a valid driver's license and ability to be insured to drive agency vehicles.
  - Willingness to travel for program events and student activities.

### **Physical Demands**

- **General Requirements:**
  - Regular talking and hearing, frequent use of hands and arms for tasks such as typing, handling materials, and reaching.
  - Occasional physical activity, such as climbing, stooping, and kneeling.

- Visual requirements include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.
  - Ability to lift, carry, and move materials weighing up to 25 pounds, including in and out of vehicles and facilities as well as navigating stairs and other varied environments.
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### **Work Environment**

- **Office Setting:**
    - This role is primarily performed in a professional office environment with the use of standard office equipment (e.g., computers, phones, photocopiers).
    - The noise level is typically minimal.
  - **Accommodations:**
    - Reasonable accommodations will be provided to enable individuals with disabilities to perform the essential functions of the job.
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### **Travel Requirements**

- Consistent travel within assigned counties to meet with students such as to schools and libraries.
  - Primarily during business hours, with occasional overnight travel required for meetings, conferences, and training.
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### **Job Description Acknowledgment**

This job description outlines the core duties and requirements of the position, which may evolve over time. The position is subject to review and amendment as needed.

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### **Employee Acknowledgment**

By signing below, I acknowledge my understanding of the responsibilities and expectations of this position.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_