

YOUTH EMPLOYMENT AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for providing support to youth employment programs, especially the Teen Employment Education Network (T.E.E.N.) Works program. The work is performed under the direct supervision of higher-level Youth Bureau staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides basic information to participants in youth employment programs, especially the Teen Employment Education Network (T.E.E.N) Works program, in order to inform such participants about basic workforce skills (e.g., interpersonal skills) and standards, program activities and requirements, etc.;

Participates in T.E.E.N Works program training modules by explaining goals, encouraging participants, answering routine questions, presenting basic information, distributing informational materials, etc., in accordance with established curriculum and program procedures;

Observes participants' responses (verbal and behaviors) to the program and training, progress, etc. and, using a structured form, summarizes such observations;

Provides information to program coordinators regarding participants' progress or problems;

Attends meetings, as needed;

Completes structured assessment forms for participants;

May make recommendations regarding training for participants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the procedures and requirements of the Rockland County T.E.E.N. Works Program*; good knowledge of community resources, as they pertain to the Rockland County T.E.E.N. Works Program*; ability to establish and maintain cooperative relationships with others, especially participants in the Rockland County T.E.E.N. Works Program; ability to understand and follow routine instructions; ability to complete structured forms.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of paid work experience.

SPECIAL REQUIREMENT: Possession of a valid driver's license or accessibility to transportation to meet fieldwork requirements in a timely and efficient manner.

*To be demonstrated during the probationary period.