



Youth Development Specialist

The Lorain County Board of Commissioners is accepting applications for the position of Youth Development Specialist within the Lorain County Workforce Development Agency.

Position Summary:

The successful candidate will assist in recruitment, assessment and case management of youth and young adults between the ages of 15 - 24 years old who are in need of various non-intensive level services; will develop Individual Opportunity Plans, including development of short-term educational goals and long-term occupational goals for target population; will refer participants to appropriate provider services; will monitor and document participation in work program activities.

The successful candidate will be responsible for collaborating with training providers in assisting customers in selection of training programs & providers, advocating for customers, ensuring proper funding distribution and verifying academic progress. The individual will be responsible for maintaining accurate case files, both hard copy and electronic and for recording clear, concise, factual case notes and other documentation as required in the State of Ohio Case Management System.

Qualifications Required:

An Associate's degree in social work, education or related field is preferred, plus three (3) years of experience in social work or employment services preferred; or any equivalent combination of knowledge, skills and abilities to perform essential functions of position. Knowledge of federally funded programs, such as but not limited to the Workforce Innovation and Opportunity Act and Temporary Assistance for Needy Families is preferred. Excellent computer, oral and written skills (including public speaking) required. Bi-lingual capability is a plus.

Candidates must possess a valid Ohio vehicle operator's license and maintain continuing eligibility for insurance coverage in order to apply for this position.

How to Apply:

Submission of the County Employment Application is required. Applications will be accepted electronically by submission to Human Resources, hr@loraincounty.us or by mail or hand delivery to Lorain County Administration Building, 226 Middle Avenue, Elyria, OH 44035.

Lorain County is an Equal Opportunity Employer and will make reasonable accommodations for qualified applicants with disabilities.