

#201 Youth Program Specialist
Classification Level 7
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal: 8/23/19 External: 8/28/19

Salary Range: \$11.60 - \$19.33/hour

Hours: Full Time up to 40/week

Apply To: K. Bilotta

REPORTS TO: Youth Program Supervisor

HAS DIRECT REPORTS? No

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Youth Program Specialist is responsible for planning and coordinating programs and activities, providing community based experiences, managing groups of people with special needs, promoting independence and self-advocacy and performing case manager duties.

TYPICAL RESPONSIBILITIES:

1. Plan, coordinate and facilitate community based experiences for people with special needs.
2. Provide guidance, support and instruction to assigned participants.
3. Adhere to all policies and procedures of funders and KAC affecting services.
4. Responsible for writing and tracking goals based on individual desires, strengths and needs.
5. Complete all required paperwork in a timely manner and accurate fashion.
6. Communicate effectively with other agencies, guardians and stakeholders.
7. Adhere to safety policies and procedures.
8. Provide transportation to and from community sites.
9. Establish and maintain relationships with volunteers, community partners and KAC staff.
10. Engage participants in active learning to reinforce concepts.
11. Develop training that match an individual's aptitude, education, physical ability and career goals.
12. Utilize technology for training participants and record keeping.
13. Maintain participant's confidentiality.
14. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
15. Provide personal care and assistance as needed.
16. Perform other duties as assigned by supervisor

OCCASIONAL RESPONSIBILITIES:

1. Back up other service providers as needed.
2. Teach small and large groups skills necessary to be successful in accomplishing goals.
3. Work some weekends and evenings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 8/23/2019

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MINIMUM QUALIFICATIONS:

- Believes that people with special needs are a valuable part of a diverse community and are capable of obtaining employment.
- Bachelor's Degree in related field or equal combination of education and experience
- Experience working with people with special needs.
- Possess good oral, written, verbal and visual communication as well as observation skills.
- Valid driver's license with good driving record.
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

PREFERRED QUALIFICATIONS:

- Second language (Spanish or American Sign Language)
- Experience with crisis intervention
- First aid and CPR training certification

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 70% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 80 pounds with help, 50 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.