



Youth Career Navigator - JOB DESCRIPTION

REPORTS TO: Site Manager
PAY RATE: \$40,000.00 - \$44,000.00 annually
EMPLOYMENT LENGTH: 40 hours weekly, October 1st, 2021- June 31st, 2022

Todos Juntos ‘Youth Career Navigator’ will be housed at .5FTE Canby Baker Prairie and .5FTE Molalla River Middle Schools as a partner with the schools, to identify student(s) in need of guidance in future careers and job trends and other identified supports.

- Identify and work with 120+ students annually in Careers
- 15+ High Need/CORE Students will participate in Careers
- Participate in OregonAsk Futures Trainings
- Participate with the Clackamas County Workforce to identify Careers partners
- Work with school counselors to identify students in need of Careers mentorships
- Provide one-on one JOBS informational sessions
- Provide (6) ‘Service to Careers’ student led 8-10-week sessions
- Work with schools to support all related Careers initiatives (Co-Coordinate Job Fairs with schools)
- Other program deliveries as identified by Site Managers

Job duties will include, but not limited to:

- Participate in local prevention teams
- Work with School Councilors and other staff, identify students 120+ students annually to participate in Career Mentoring/Sessions.
- Provide Quarterly Calendar of events and work schedule identifying 40 hours weekly of planned activities and oversight.
- Identified High Need/CORE youth will receive services that address basic needs and academic issues.
 - To include Evidence-based prevention and early intervention programming provided within the school setting, including academic assistance, truancy prevention, community awareness and mobilization, conflict resolution and interpersonal skill development, leadership and positive youth development, and mentoring.
- Care coordination, referral to resources and services needed by the youth and/or their families (basic needs, health/behavioral health assessments and treatment, parenting education, etc.)
- Hands on facilitation of programs identified by local steering to identified youth
 - Facilitation of in-school and/or after-school programs
 - Planning and development of after-school programming
 - Work as a team to identify youth to be involved in programming
- Attend all required County and Todos Juntos meetings and assigned committees. **OregonAsk and Clackamas Workforce Partnership**
- Maintain client records of contacts, enter data and program evaluation and submit required reports in required time frame
- Timely completion of all required quarterly reports and report narratives. To include County and other contractual funding agreements.

If you have any further questions about Todos Juntos or this position, please feel free to call Eric Johnston, Program Director at 1-503- 544-1513.