The WYC helps to prepare young people to be successful in life through career and education activities, creative leadership opportunities and supporting healthy lifestyles. The case management/outreach staff plays a vital role in the success of the youth enrolled at WYC. This positions works directly with youth to establish goals and objective and provides support to them to be successful. This staff also contributes to other parts of the organization as necessary. This position reports to the Program Director. This position is 40 hrs. per week and includes paid vacation and health insurance benefits.

**Position Requirements:**

Bachelor’s degree in social work, counseling psychology, human service other relevant discipline or equivalent work experience. Experience working in a community environment with at-risk and proven-risk adolescents and young adults. Proven experience in applied social/behavioral change, familiarity with local economy and specific (person and societal) barriers to employment for high-risk youth. Provides career and educational advice. Ability to work in teams with staff, partners, supervisors and volunteers/interns. Candidate should be available during normal Center hours (10:00am and 8:00pm) and some weekend. High level written and verbal communication, organizational and supervisory skills, patience, flexibility, high energy, and creativity are a must. Knowledge of Microsoft Office is required. Bilingual English/Spanish a plus.

**Illustrative Duties & Responsibilities:**

- Manages a case load of between 20 – 40 youth.
- Meet program expectations including recruitment targets and timely, accurate data entry and summary reports;
- Facilitate group and individual meetings with youth involving career readiness, personal development, life skills and assisting with other soft skills. Works with employers to meet needs of youth.
- Works within a team and contributes to the day-to-day operations of the Center.
- Attends internal meetings as assigned and acts as a liaison with external organizations.
- Serves as a role model for youth, exhibiting behaviors that encourage positive results.
- Focuses on positive youth development and maintains high youth development professional standards.
- Performs other duties as assigned.

**Qualifications**

- Relationship management skills and experience in establishing appropriate and meaningful connection to youth.
- Ability to work with multiple staff, youth and visitors of diverse backgrounds and abilities.
- Understanding or human growth and development theory and practice including positive youth development.
- Proven project management, planning and written and verbal communication skills.
- Ability to effectively use computer-based software in a work environment,
- Maintains confidentiality of client records and activity.
- Design individualized service plans. Consider individual needs in choosing intervention strategies.
- Valid MA Driver’s License, in good standing.

**Education Requirements**
Bachelor’s degree and experience working with at-risk and proven-risk youth.

Minimum requirements are an Associate’s degree and/or High School Diploma with 4+ years of relevant youth development work experience.

**Application Process:**

Interested parties should email a cover letter describing their experience relative to this position and include a resume. The resume and cover letter should be sent electronically to Hr@worcesteryouthcenter.org. Unfortunately, telephone calls will not be returned.

The position is available until filled.