



VENTURA COUNTY
1463 E. Los Angeles Ave.
Simi Valley, CA 93065

Updated: 1/31/12

Posting Dates	Job Title	Brief Description	Qualifications	Contact
1/31/12-2/17/12	<p style="text-align: center;">Temporary Program Specialist Full-Time</p> <p style="text-align: center;">Youth Networked Services</p>	<p>Mon-Fri 40 hours/week Assignment Duration – approx. 3-6 months Location: Ventura</p> <p>Provides instruction, training, coaching and supervision to individuals or groups of individuals who have disabilities or are economically disadvantaged. Assists with various aspects of program support by performing the following:</p> <p>Provides instruction, training, and intervention to help participants improve work skills and promote positive work behaviors. Advocates for youth and reports suspected violations of rights or abuse.</p> <p>Assists with the coordination and facilitation of Work Readiness Workshops and other career, vocational and educational exploration activities.</p> <p>Promotes PathPoint to employers, family members and community based organizations. Supports public relations, outreach, marketing, press/media, development and fundraising efforts.</p> <p>Responsible for developing worksite agreements, job descriptions, worksite supervisor and youth orientations, interviews, job placement, offers of employment, timesheet maintenance and worksite management</p> <p>Conducts worksite compliance reviews. Acts as a liaison between employer, Youth, Specialists and participants. Monitors participants' progress on the job.</p> <p>Establishes and maintains work experience internship sites. Maintain files of contracts, MOUs, and job descriptions. Maintains and updates monthly employer contact log and ensures worksite compliance with all PathPoint, county, state and federal mandates.</p>	<p>Bachelor's degree from a four-year college/university in related field preferred. Excellent organization, writing, and verbal communication skills required. Knowledge of disabilities and economic disadvantages desirable.</p> <p>Valid CA DL; clean DMV record; must pass criminal record clearance; must pass physical/TB. Reliable personal vehicle required for use on the job.</p>	<p>Submit Resume with Cover Letter to:</p> <p style="text-align: center;">Judy Alis Judy.alis@pathpoint.org</p>

		<p>Maintains communication with Youth Specialists and reports youth progress. Consults with Youth Specialists concerning job placement, internships, and services, including suitability of placements, and the level of intervention a youth may need.</p> <p>Participate in periodic case records reviews, county monitoring and quality assurance reviews as requested by supervisor. Assists with various aspects of program support as needed.</p> <p>Develops, tracks and updates in-kind contributions from community partners, maintain at minimum, quarterly contact. Compiles and completes monthly reports for program as requested.</p> <p>Attends staff meetings, applicable community meetings, County, and PathPoint trainings.</p>		
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