



Job Description

Job Title: Lead Community Outreach Specialist, Grade 7
Reports to: Director of Community Programs and Services
FLSA Status/Schedule: Non-Exempt; 37.5 hours per week
Location: Syracuse with expected travel throughout the community as well as to satellite ARISE offices, as needed

ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

Job Summary:

The Lead Community Outreach Specialist will provide career exploration services to youth, with programming focused on in-demand occupations, as well as engagement with business partners and other organizations. The Lead Community Outreach Specialist will serve youth who are authorized to work or otherwise able to obtain authorization to work, at least 14 years old but younger than 22 years old, are attending, enrolled or eligible to be enrolled in school, and reside in the City of Syracuse. The Lead Community Outreach Specialist will be responsible for screening eligible youth, determining services need based on screenings, referring youth to various programs both within and outside of ARISE, teaching classes in relation to career education and exploration, and building and maintaining community employer contacts for eligible youth to participate in career exploration/job experiences. The Lead Community Outreach Specialist will be responsible for reporting on program development and outcomes to the Director of Community Programs and Services.

Qualifications:

- Master's degree in special education, vocational rehabilitation, psychology, school psychology, reading or speech and language or Bachelor's degree in special education, psychology, school psychology, reading or speech and language and a Master's degree in education; and at least five years of direct teaching or provision of services with, or providing training on, technical assistance relating to transition-age students with disabilities in schools and/or community service agencies
- Be knowledgeable of Workforce Innovation and Opportunity Act (WIOA) programs and eligibility as related to in-school, and out of school youth with disabilities
- Proven administration capabilities, knowledge of the community, and the ability to work on a professional level
- Excellent communication skills, including public speaking
- Proficiency in Word and Excel and the ability to learn the use of other databases
- Excellent organization skills
- Clean driver license and reliable transportation

Essential Functions:

- Develop and maintain relationships with community employers to set up opportunities such as job shadowing, internships, employment trials, and competitive employment
- Work with program participants to help them navigate CareerZone and JobZone
- Provide weekly group meetings open to participants and their families
- Provide comprehensive guidance and counseling in relation to employment services to participants

through weekly check-in

- Work collaboratively with interagency community groups
- Provide trauma-informed, strengths-based, positive youth development and culturally sensitive services
- Provide information sessions for students and families on the VR referral process and other post-school service and support options
- Teach work readiness curriculum and life skills to the target population in groups and/or one-on-one situations
- Work with community partners to identify eligible youth 14-22 years old
- Uphold the codes of conduct and ethics as well as all ARISE policies and procedures
- Exercise sound judgment as a matter of course, and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies
- Represent ARISE professionally by demonstrating the highest ethical standards
- Other duties as assigned

Benefits:

- Generous paid time off includes:
 - 12 holidays
 - 20 Earned Time Off days in years 1 & 2; increases to 25 ETO days after 2 years
- Participation in the 401(k) plan can start as soon as the first of the calendar quarter following date of hire; employer match after one year includes 100% vesting immediately
- Very affordable, comprehensive group medical insurance coverage, as well as dental and vision coverage
- Flexible spending arrangement (medical / dependent care)
- Free life insurance and long term disability coverage
- Free / Confidential Employee Assistance Program
- Option to enroll in voluntary benefit plans at annual open enrollment