

## **JOB VACANCY**

**Position: OSY (Out of School) Youth Specialist**

**Location: 3 positions - Fort Wayne, Kendallville, & Huntington**

**Hours: 7:30 am- 4:30 pm Monday through Friday (some evenings and weekends)**

**Starting Salary Range: \$35,568**

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### **JOB SUMMARY**

Responsible for assisting out of school youth in achieving self-sufficiency related goals through our Workforce Investment Opportunities Act (WIOA) program.

Assess youth; develop work plans using goals and objectives, and monitor youth progress with strong commitment to follow-up.

Provide direct Brightpoint services as warranted.

Provide information and referral to other providers as necessary.

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### **JOB DUTIES**

1. Provide one-on-one case management. Perform initial client assessment with emphasis on self-sufficiency and independence.
  2. With youth participation, devise and develop individual work plans designed to move the youth to self-sufficiency and independence.
  3. Provide detailed, thorough monitoring of youth adherence to work plans by persistent and consistent follow-up through home visits, office visits, and off-site visits.
  4. Recruit youth by obtaining referrals from in-house and outside resources and the community at large.
  5. Comply with all WIOA documentation requirements in a timely fashion including contacts and activities involving youth, employers, and other groups; develop and maintain a well-organized filing system. Record information and data daily, using the WIOA data management system. With an understanding that a minimum of 15-30 minutes per day is required to maintain the electronic databases.
  6. Assist youth enroll in and attend High School Equivalency (HSE) classes in order to earn their diplomas.
  7. Assist the Resource Coordinator in recruiting employers for work-based learning experiences for OSY youth participants. Assist youth in the employment process.
  8. Assist youth in finding and maintaining quality employment, post-secondary educational, and/or short-term training certification programs; work closely with students and employers for 12 months after completion of the program.
  9. Advocate for the program and develops a pool of effective community support resources by working with employers, parents, civic groups and legislators to build awareness of and support for the program; develops job opportunities, participates in public relations activities, attends meetings and speaks to various community groups.
  10. Communicate accurate and timely information to the Program and Assistant Program Managers concerning progress related to assigned projects/activities and client work plans. Express any needs, concerns, and/or problems in completing projects.
  11. Awareness of all programs, projects, and activities provided by various departments of the agency.
  12. Participate in supervision and group meetings with Program and Assistant Program Manager.
  13. Implement Brightpoint Values at all times.
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### **SKILLS AND QUALIFICATIONS**

1. Bachelor's Degree or a minimum of 3 years social service case management experience required .Public Affairs, Social Work, or Psychology preferred. Emphasis on case management techniques, counseling skills, and networking skills.
  2. Experience working with youth accompanied by knowledge of adolescent development issues.
  3. Must successfully complete Family Development Specialist Training if available. This includes maintaining these certifications.
  4. When driving for Brightpoint, the employee must have the ability to provide own transportation as needed, have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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**DATES FOR INTERNAL POSTING: From 06/23/2022 to Until Filled**

**TENTATIVE DATES FOR EXTERNAL POSTING: From 06/23/2022 to Until Filled**

**APPROXIMATE DATE FOR POSITION TO BEGIN:**

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**FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213**

**APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN 46802**

**8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY**

**OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)**

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We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.