

## JOB VACANCY

**Position: JAG Specialist**

**Location: Dekalb High School**

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

**Starting Salary Range: \$46,009.60**

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### **JOB DUTIES**

**Identifies recruits, instructs, and counsels young people who need assistance overcoming personal challenges to reach their full potential as both a learner and future member of the workforce. The Specialist is responsible for fully implementing the JAG Model in an assigned school and achieving process standards and performance goals.**

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### **Essential Functions**

1. Provides appropriate curriculum and ensures participants achieve specific JAG competencies through classroom instruction; teaches through a variety of methods including lecture, hands-on activities, and team teaching; tailors the program and teaching methods for the needs of each specific participant, and implements an intervention strategy for each individual using an Individualized Development Plan.
  2. Ensures an appropriate case load by directly recruiting participants through referrals from an in-school Advisory Committee consisting of school personnel; holds interviews with prospective candidates and those making referrals to determine, using JAG guidelines, the appropriateness of the prospective youth for the program.
  3. Ensures positive perceptions of the JAG-Indiana within schools by developing and maintaining positive, effective working relationships with school personnel including teachers, administrators, students and members of the in-school Advisory Committee.
  4. Advocates 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.
  5. Builds appreciation for teamwork, sense of belonging, and commitment to community service among JAG-Indiana participants by organizing and serving as advisor to a JAG Career Association chapter; creates training opportunities through hands-on activities, film presentations, guest speakers, and workshops; assists with civic and social opportunities.
  6. Provides participants with guidance, counseling, and support within appropriate limits; refers participants to additional support services on an as-needed basis; takes responsibility for learning and complying with school policies such as mandated reporting, discipline, attendance, and the like.
  7. Complies with all JAG and WIOA documentation requirements in a timely fashion including contacts and activities involving participants, employers, and other groups; develops and maintains a well-organized filing system. Records information and data daily, using the online JAGForce system concurrently, with the WIOA data management system. It is understood that a minimum of 15-30 minutes per day is required to maintain the electronic databases.
  8. Assists participants in finding and maintaining quality employment and/or post-secondary educational programs upon graduation; works closely with participants and employers for 12 months after the end of the school year to ensure a satisfactory employment outcome; develops a plan for contacts with non-graduates to ensure effective transition to employment or additional education.
  9. Performs selected school-related functions.
  10. Participates in JAG related field trips.
  11. Implements Brightpoint Values at all times.
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### **SKILLS AND QUALIFICATIONS:**

1. Bachelor's degree in social service, counseling, business, education, or a related discipline required.
  2. Experience working with youth accompanied by knowledge of adolescent development issues.
  3. Ability to work independently while managing multiple priorities
  4. Working knowledge of basic computer operations, software application such as Microsoft Word, PowerPoint, Excel and database programs.
  5. Willing to work in a highly accountable and performance-based program.
  6. When driving for Brightpoint, the employee must 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: 02/15/2024 to until filled.**

**TENTATIVE DATES FOR EXTERNAL POSTING: 02/15/2024 to until filled**

**APPROXIMATE DATE FOR POSITION TO BEGIN: Immediately**

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

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

**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.mvbrightpoint.org](http://www.mvbrightpoint.org)**