



A collaborative program of the Jefferson Union High School District and the San Mateo Medical Center

## JOB LISTING

**TITLE:** Outreach Worker, *Elements for Success* Program

**HOURS:** 15-18 hours/week, flexible based on availability, occasional evenings  
At this time, position is for April through June.

### **INTRODUCTION:**

The Daly City Youth Health Center (DCYHC) is a collaborative program of the Jefferson Union High School District (JUHSD) and the San Mateo Medical Center. DCYHC provides free comprehensive, integrated, school-linked health and education services to adolescents and young adults 12-24 to enable them to become healthy, responsible and productive adults. Services include primary medical care, mental health counseling, health education, and job readiness services

### **DESCRIPTION:**

*Elements for Success* is a program of the Daly City Youth Health Center. *Elements* focuses on building leadership and vocational skills for low-income high school students ages 16-24 who have specific barriers to employment and high school completion. Most of the current participants are enrolled in Adult Education classes or are in Special Education classes. Participants are enrolled in job readiness workshops, youth development activities, and receive post secondary support.

Under the direction of the Program Manager, the Outreach Worker will be the main administrative and outreach staff for the program. The position will focus on: (1) maintaining case files and documenting services used by participants (2) conducting participant recruitment through intakes and assessments at multiple offsite locations (3) preparing detailed information for EDD Workforce Investment and Opportunities Act (WIOA) forms and in accordance with other funding stream guidelines; (4) case management of annual Internship Programs; and (5) conducting initial intakes and school year check-ins of program participants; and (6) contacting and scheduling community based organization presentations for the Behavioral Health Careers Pathways Project.

### **RESPONSIBILITIES RELATIVE TO *Elements for Success*:**

- Assist with Internship Programs
- Data entry for intake and assessments for program recruitment and ongoing case management.
- Assist with individual client support.
  - Conduct initial intake (create an individual service strategy/review career assessments) and collect eligibility documentation.
  - Enter applications into appropriate data systems, prepare documents for application & funder approval.
  - Refer youth to counseling, Jobs for Youth/Peninsula Works, and other agencies.
  - Document selective service registration for males 18 and over.
  - Maintain documents in paper charts and online case notes for all activities, including supportive service documentation.
  - Follow-up with clients in accordance with funding guidelines.
  - Refer youth to food and housing, childcare, and health insurance.
- Assist with the collection and distribution of field trip forms for program events.
- Assist with outreach efforts for youth and worksite recruitment
- Assist with Internship Programs.
- File, photo copy, upload photos, and other administrative tasks.
- Attend monthly staff meetings.



A collaborative program of the Jefferson Union High School District and the San Mateo Medical Center

**QUALIFICATIONS:**

- Excellent phone skills, able to converse effectively, openly with a diverse adolescent population.
- Good attention to detail, organized, and ability to work with people in a variety of work settings.
- Able to facilitate communication between staff and work as a team member.
- Able to initiate projects and work independently under general direction.
- Able to take charge of clerical duties, reliable, and have legible penmanship.
- Understand and sensitive to major issues facing teens and their barriers to school completion.
- Experience with MS Office, including Publisher or similar publishing programs.
- Must have reliable transportation to commute to/from high schools
- Knowledge of WIOA, WIA or other workforce programs is a plus.
- Passionate about the mission of the Health Center.

**SALARY:** This is a grant-funded, benefited, Range C, Jefferson Union High School District position. Starting rate \$16.45 - \$18.52/hr depending on experience and education. Length of employment/hours available is dependent on secured grant funding.

**TO APPLY:** Send resume and cover letter to: Sabrina Mah at [smah@dalycityyouth.org](mailto:smah@dalycityyouth.org)

**Closing date Friday, March 8, 2017**