



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Out Of School Youth (OSY) Recruitment Liaison
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	72
<b>Reports to:</b>	Director of Adult Education & Literacy
<b>Shift Length:</b>	8 hours a day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

AEL-Out of School Youth Case Manager provides direct mentoring, and case management, and support for Out of School Youth between 17 – 24 years of age. The Case Manager facilitates client trainings, assists with general assessments, and actively supports the development needs of youth enrolled in services.

**Essential Functions:**

- Assist with the recruitment, assessment, and placement of students for the program
- Assess the employment and workforce development needs of low-income out of school youth, residing in Cook County to determine suitability and eligibility for WIOA contract
- Complete applicant records including intake application and eligibility documents
- Prepare and manage client file to ensure contract compliance
- Maintain WIOA online case management records, client enrollment registration, same day services and monthly case notes for clients enrolled in service
- Provide required documentation for approval of supportive services for client transportation, employment, and training needs
- Prepare and submit weekly and monthly reports and required documentation demonstrating progress of weekly and monthly goals
- Prepare and submit required client or employer information to support contract compliance requirements
- Assist with the Intake process to ensure potential clients as serviced in a timely manner
- Conduct a comprehensive assessment of potential clients to determine suitable and eligible clients for services
- Answers phones to direct and or provide information to potential clients related to services and program requirements

**Knowledge, Skills, and Abilities:**

- Demonstrated commitment to community service and previous experience working with low-income populations through prior professional and/ or volunteer experience
- Prior experience with Workforce Innovation and Opportunity Act (WIOA) Youth services strongly preferred
- Excellent written and verbal communication skills required
- Basic computer proficiency including use of online database search and record keeping systems
- Proficient in MS Word, PowerPoint, Excel, Outlook and the Internet
- Must be a self-motivated individual who will be dependable, responsible and able to work independently with minimal supervision

**Experience:**

- Bachelor's degree (B.A.) in Psychology, Sociology, Education or related field



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- 1-2 years of responsible work experience, preferably working with applicants seeking employment services or with community or government agencies

**Education:**

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- 1-2 years of responsible work experience, preferably working with applicants seeking employment services or with community or government agencies

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***