MAJOR MARION S. BARRY  
SUMMER YOUTH EMPLOYMENT PROGRAM

DESCRIPTION OF DUTIES

The DC Department of Employment Services, Office of Youth Programs is seeking highly motivated individuals for the temporary position of Summer Case Managers for SYEP. Case Managers are responsible for making sure all 22-24 year old youth participating in SYEP are connected to quality trainings, employment opportunities and year-round programs. The goal is to provide 1-1 coaching that leads to youth producing effective work habits, and connections needed to compete in today’s thriving economy. All case managers must be able to work the entire 6 weeks of the program, a 2 week- long paid training, and a final evaluation session. Travel is required. Other duties include: collection and distribution of forms between work sites and DOES HQ; provision of technical assistance; case management, placement, screening and enrichment activities; facilitation of communication between work sites and DOES HQ.

QUALIFICATIONS

- Demonstrated experience working with young adults (ages 14-24)
- Successfully completed a 4-year course of study leading to a B.A./B.S. or completion of an associate’s degree at an accredited college or university (official transcript required)
- District Residence preferred (not required)
- Ability to pass a successful background and drug test prior to employment
- Flexible work hours (some evenings and weekends)
- Ability to troubleshoot and resolve problems independently
- Ability to develop rapport easily
- Social work experience preferred but not required

HOW TO APPLY

- Complete the DC 2000 application, fully completing each applicable section
- Provide a written response to the four (4) ranking factors found on this announcement
- Provide 3 references – include name, contact number, and email address
- Submit the complete application package to does_hires@dc.gov with “SYEP Summer Case Manager Position” as the subject or Fax to (202) 724-1408
- A complete application package includes:
  - DC 2000
  - Completed ranking factors
  - 3 references
  - Updated resume
- Be sure to submit all required documentation by the posted deadline. Late and/or incomplete applications will not be accepted.

To apply for this position, please submit your application package to does_hires@dc.gov with “SYEP Summer Case Manager Position” as the subject or fax to (202) 724-1408

The Department of Employment Services is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.