

MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM



AVAILABLE POSITION

Position: Case Manager
Mayor Marion S. Barry Summer Youth
Employment Program

Position Grade: CS-142-05
Salary Range: \$18.00 - \$20.00/Hour

Opening Date: February 25, 2019
Closing Date: March 25, 2019

Duration of Appointment:
Temporary Summer Position
June 10, 2019 – August 16, 2019

Ranking Factors

1. Describe your ability to write narrative and detailed observations, conclusions, findings, concerns, and recommendations relevant to the program/youth ages 22-24 to increase productivity and effectiveness.
2. Describe your experience assessing and providing 1-1 coaching to youth populations.
3. Discuss your ability to explain departmental policies and procedures, interpret rules and regulations to internal and external customers to ensure consistency of information. This should include your ability to clarify any questions or concerns pertaining to compliance to inform and interpret the meaning of information for providers and departmental management.
4. Describe your ability to work independently with limited supervision while maintaining agency standards.

For question or concerns, please contact
DOES, Office of Human Resources at
does.hr@dc.gov.

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

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 learn quickly and work well under pressure
- 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

Complete application must be received by March 25, 2019



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR