

# Department Of Employment Services

## OFFICE OF YOUTH PROGRAMS



### AVAILABLE POSITION

**Position:** Program Monitor  
Office of Youth Programs

**Position Grade:** CS-142-05  
Salary Range: \$15.00 - \$18.00/Hour

**Opening Date:** March 9, 2018  
**Closing Date:** April 6, 2018

**Duration of Appointment:**  
May 14, 2018 – August 17, 2018  
Tour of Duty 8:30am to 5:00 pm

#### Ranking Factors

1. Describe your ability to write narrative and detailed observations, conclusions, findings, concerns, and recommendations relevant to the program to increase productivity and effectiveness.
2. Describe your experience reviewing and analyzing applicable documentation while on-site to verify compliance with program standards.
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](mailto: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 Monitor for SYEP. Program Monitors are responsible for making sure all SYEP work sites and programs are compliant with host agreements as well as federal and local laws. The goal is to monitor all sites to ensure that every participant is provided with an enriching and constructive summer work experience. All monitors must be able to work the entire 6 weeks of the program, a 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; monitoring of worksites for activities and enrichment; monitoring of time and attendance for participants; facilitation of communication between work sites and DOES HQ.

### QUALIFICATIONS

- Demonstrated experience working with young adults (ages 14-24)
- Successfully completed at least 2 years of 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

### 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 three (3) references – include name, contact number, and email address
- Submit the complete application package to [does.hr@dc.gov](mailto:does.hr@dc.gov) with "SYEP Summer Monitor 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.hr@dc.gov](mailto:does.hr@dc.gov) with "SYEP Summer Monitor Position" as the subject or fax to (202) 724-1408 -Complete application must be received by April 6, 2018-**



WE ARE WORKING  
GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR