

To apply for the position, send resume and cover letter detailing how your experiences match with our qualifications to [ewood@isles.org](mailto:ewood@isles.org) or fax to 609-393-9513.

**Title:** Extended Support Specialist

**Department:** YouthBuild Institute

**Reports To:** Vice President/Program Director

**Summary:**

The Extended Support Specialist provides education, training, and personal development support to at-risk youth. This is a flexible part-time position (30 hours per week) with benefits. The working hours may vary day to day, but they will typically start no earlier than 1 p.m. and go into early evening. Some Saturday hours may be required.

**Responsibilities:**

- Work with trainees and alumni in areas such as attendance, academics, behavior, and social/family issues affecting performance.
- Identify, assess, and address trainee and alumni needs, concerns and problems in order to coordinate services. Recognize trainees' health care needs and work with the IYI Case Manager and/or medical services when appropriate.
- Demonstrate ability to nurture trainees and alumni by mentoring, advocating for trainees' best interest and providing emotional support.
- Foster relationships between students and their families by participating in parent conferences when necessary and communicating to families regarding trainees' progress, accomplishments, growth areas, and concerns.
- Protect the rights and dignity of individual trainees by making decisions based on the best interest of trainees, supporting the ethical treatment of all trainees, serving as a direct link to trainees in cases of student rights violations, and promoting problem solving and relationship development between trainees.
- Evaluate progress of alumni, reassessing needs and modifying initial goals.
- Attend to the moral and character development of trainees and alumni while teaching social, self-help, life-long learning, and basic life skills.
- Counsel and prepare students and alumni for post-secondary education and/or careers.
- Encourage and support students' and alumni involvement in community activities.
- Facilitate, coordinate, and provide transportation for trainees to school activities.
- Identify and analyze issues along with formulating solutions

**Qualifications:**

- Degree in human services, social work, counseling or related field
- One year work experience in human services required
- Valid driver's license and good driving record required
- Ability to develop and maintain relationships with urban youth
- Good communication skills and public speaking skills
- Ability to differentiate between objective fact and subjective interpretation of the trainees
- Knowledge of functions of available community resources available to the trainees
- Knowledge of principles and techniques of conducting interviews and acquiring information for trainees who are in need of social services
- Knowledge of problems associated with the economically disadvantaged and culturally different, ill and disabled individuals, juvenile delinquents, and drug/alcohol abusers
- Ability to motivate youth and facilitate large group meetings
- Ability to work with staff to successfully support/establish new and existing programs
- Assertive, able to work with strong personalities
- Work confidently under pressure
- Successfully deal with urban citizens in a calm and efficient manner.