



## JOB VACANCY ANNOUNCEMENT

**Position Title:** Youth Services Coordinator  
**Status:** Full-Time, 40 hrs/week  
**Starting Salary Range:** Grade 9; \$19.71-\$22.77/hr  
**Location:** Brainerd CareerForce

**Position Number:** 22-23  
**Recruitment:** Internal/External  
**Closing Date:** August 28, 2022

### Primary Position Objectives:

This position coordinates the local Workforce Innovation and Opportunity Act (WIOA) youth program services involving multiple school districts and partner agencies in the service delivery team context.

### Required Qualifications:

Bachelor's degree in psychology or counseling or a combination of related education and related experience. English language proficient. Ability to communicate effectively both verbally and in writing. Computer skills to include word processing, email and internet. Must pass a criminal background check. Requires a valid driver's license, vehicle insurance, and a reliable vehicle.

### Preferred Qualifications:

At least one (1) year of client service experience. Ability to interact effectively with youth customers. Exceptional written, verbal, analytical, and interpersonal skills. Must work effectively in a team-structured delivery system. Group facilitation experience and motivational skills. Those individuals who are veterans or possess the National Career Readiness Certificate (NCRC) will be given additional consideration.

### Essential Functions:

Implement program activities intended to carry out youth services. Contact schools and work sites to facilitate coordination of services and communication about youth services. Meet with participants, individually or in groups, to provide program information and direction. Assist participants to develop individual service strategies for goal identification and attainment. Acts as a liaison between schools, worksites, and the team to resolve service-related issues. Maintain contact with participants to monitor participation, goal attainment, and determine unmet needs. Attain or exceed prescribed performance standards on a monthly basis. Maintain documentation of client contacts and progress related to their individual plan.

**Application Instructions:** Submit an application packet consisting of the Rural Minnesota CEP Application for Employment, resume, and cover letter by **4:30 pm** on the closing date to:

Melissa Kain, Human Resources Manager  
Rural Minnesota CEP, Inc.  
803 Roosevelt Avenue  
Detroit Lakes, MN 56501  
melissak@rmcep.com

A Rural Minnesota CEP Application for Employment can be picked up at any RMCEP office or online at [www.rmcep.com](http://www.rmcep.com). To receive an application via mail, email, or fax please call 218-847-0712. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

**RMCEP is an Equal Opportunity Employer/Program Provider  
Upon request, this information will be made available in an alternate form.**

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