



## Youth Services Specialist

**Purpose of Position:** Empower youth with disabilities and their peers to collaboratively foster inclusivity within the community through the delivery of two RAMP programs: OnRAMP Curriculum and Fast Track. The Youth Services Specialist (YSS) will work within a traditional classroom setting, collaborate in small group settings, and provide one-on-one support to students with disabilities in order to implement both programs. This role represents a unique opportunity to empower students with and without disabilities through age-appropriate, cross-disability, and interactive programming developed by RAMP. Responsibilities of this position will primarily be conducted in Winnebago, Boone, DeKalb and Stephenson counties.

**Position Parameters:** Reports to the Youth Services Director, home office TBD; full-time; travel and expenses reimbursed; salaried, non-exempt; hybrid work option.

### **Minimum Qualifications:**

- At least 3 years of proven, successful work experience in a related field, Associate's degree preferred;
- Flexibility with regard to teaching student grade/age, travel between counties, and schedule change;
- Excellent interpersonal skills and the ability to work effectively as a team player and with students grades K-12;
- Working knowledge of, and experience with, the social and professional impact of disability on a family and a community;
- Working knowledge of community resources for coordinating skills training, educational opportunities, accommodations of disabilities, and other resources needed for participants to be work-ready;
- Strong written and verbal communication skills;
- Ability to handle multiple tasks while maintaining organization and meeting deadlines;
- Ability to advise, encourage, inform, empathize, and gain the trust of participants and their families;
- Demonstrates creativity, initiative, and responsible decision-making.
- Ability to maintain professional boundaries with educators, consumers, and families;
- Effectively manages time for optimal productivity;
- Accurately records and reports case management data;
- Reliable transportation for regular travel to partnering schools and consumer appointments;

- Working knowledge of Microsoft Office software applications and able to use them efficiently with work responsibilities;
- Ability to use the internet for research and e-mail;
- Personal experience with disability preferred.

### **Job Activities and Performance Indicators:**

#### **Curriculum Instruction**

- Deliver instruction guided by OnRAMP's curriculum and training programs including iBelong, Ignite, and Teens in Transition (T'NT).
- Effectively use curricular resources and delivery methods to promote student engagement and achievement.
- Utilize instructional practices such as teacher-led instruction, interactive group collaboration, technology-assisted instruction, and co-teaching instruction with community partners.
- Help coordinate community partners to co-teach lessons and specific topics related to their industry.
- Provide a safe learning environment for all students and follow the school's guidelines for reporting issues and incidents.
- Implement student and teacher surveys to gather data for program effectiveness and areas of improvement.
- Act as a lead facilitator and/or co-facilitator for a variety of training programs geared toward youth populations.
- Foster good relationships with local schools to assist and grow the program.

#### **Services for Youth (Fast Track)**

- Respond to Information and Referrals in a timely and productive manner.
- Teach transition-aged students the skills necessary for successful transition into adulthood such as self-advocacy, job exploration, workplace readiness, workplace learning, and post-secondary counseling through programs such as Fast Track.
- Complete intakes, assess needs, develop goals, work through goals, and track continued progress.
- Complete necessary referrals to other RAMP services and community agencies or providers as appropriate.
- Conduct outreach and build relationships with educators and school personnel within our service area to successfully recruit students for the program.

#### **Complete monthly paperwork and quarterly reports in a timely fashion as required.**

- Complete all record-keeping procedures per agency policy.
- Ensure the accuracy of timesheets and expense reports.

### **DISCLAIMER**

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**

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