Hourly Student Position Announcement: Youth Services Initiative

**Position Title:** Program Specialist - Youth in Out-of-Home Care

**Departments:**
Youth Work Learning Center (in partnership with Human Services)
UWM School of Continuing Education

**Overview:**
This position will provide project leadership and program development support to the Youth Work Learning Center with the goal of expanding continuing education services to providers and professionals in the field of out-of-home care, specifically, child and youth services in group homes, residential treatment centers, and shelter care.

Through active outreach, including market research (e.g., agency calls), on-site interviews, and other engagement strategies, this position will work with out-of-home care agency managers to assess trends in staff educational requirements, staff development and training, continuing education requirements, quality improvement processes, and programming standards. One emphasis of this position is focused on academic enrichment, family engagement, independent living skills, and career and college readiness of youth. This position will work in partnership with project leadership team to create new service opportunities and pilot projects. Research on national trends in out-of-home care is expected for program development.

**Job Duties:**
1. Lead youth out-of-home care agency outreach efforts through market research, calls, and agency visits.
2. Conduct interviews and focus groups and summarize results and findings.
3. Schedule speaker forums or other outreach engagement events.
4. Represent YWLC at community coalition meetings.
5. Develop and manage market and program lists identifying community partner agency contacts and program information.
6. Work with project leadership team to establish strategic direction for new services.
7. Propose and develop system of engagement of community agency partners for program development initiatives and creation of new continuing education services.
8. Develop and lead pilot programs or other initiatives as needed.
9. Conduct applied research including interviews, focus groups, literature reviews and other data gathering methods as needed, and providing written summary of results.

**Qualifications:**
1. UWM graduate student (preferred).
2. High level of initiative, project management skills and ability to complete tasks independently and on-time.
3. Understanding of nonprofit and public-service agencies, programming and program development.
4. Experience in program outreach, recruitment and marketing - preferred
5. Ability to design and lead focus group and individual interviews - preferred.
6. Previous program services/management experience - preferred.
7. Understanding of (or willingness to learn), Department of Children and Families Title IV-E & Youth Services policies, regulations, and funding formulas affecting providers of out-of-home care services for children and youth.
9. Ability to work collaboratively with School of Continuing Education academic staff and faculty and others as project requires.
10. High level of organizational skills and ability to manage details.
11. Valid Driver’s License
12. Regular access to personal vehicle for outreach travel to community agencies.

This is a grant funded opportunity from January – May 2014. Commitment of 20 hours per week required. Hourly wage based on qualifications $12.00-$17.00/hour. This assignment may be extended beyond May, 2014. Qualified candidates will require a criminal records and driver’s license review.

Faculty Leadership: Cheryl Baldwin, Director/Asst. Professor, Youth Work Learning Center, SCE
Supervisor: Mary Pick, Faculty Associate, Human Services Program, SCE

To Apply: Send a complete resume and cover letter that addresses specifically why you are interested and qualified for this position to:

Cheryl Baldwin, Ph.D.
Assistant Professor & Director
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