

## **CAREER SPECIALIST YOUTH PROGRAMS**

Madison County Wood River Facility - Wood River, IL 62095

### **Overview**

Salary Range

**\$24.95 - \$24.95 Hourly**

Position Type

**Full Time**

Job Shift

**Day**

Education Level

**4 Year Degree**

Category

**AFSCME**

### **Description**

*Madison County Government offers a competitive compensation package including:*

- *Competitive wages on a step plan with guaranteed increases based on years of service.*
- *Complete health insurance benefits package with Medical & Prescription, HSA & FSA, Dental and Vision.*
- *Retirement contributions via the Illinois Municipal Retirement Fund (IMRF) pension.*
- *Eight-hour workday, which includes a one-hour, paid lunch.*
- *14 paid holidays.*
- *Employee Assistance Program.*
- *Life Insurance and Supplemental Accident & Critical Illness coverage.*
- *Paid time off in the form of Vacation and Sick days that begin accruing day one.*
- *You may be eligible for Public Service Student Loan Forgiveness (PSLF)*

### **Summary of Position**

Coordinates the preparation of education plans for Workforce Innovation & Opportunity Act (WIOA) participants. Works with program participants to prepare plans, that when completed, result in issuance of high school diplomas/GEDs/High School Equivalency and entry into living wage jobs or post-diploma educational experiences.

### **Examples of Duties and Responsibilities**

1. Screen, complete intake for applicants ensuring WIOA eligibility and program suitability.
2. Reviews, approves and manages Individual Educational Plans for participants.
3. Provides leadership in developing and implementing Individual Educational Plans.
4. Coordinates with One Stop Services Manager and Career Specialists to develop Individual Service and Incentive Plans.
5. Determines need and schedules tutors.
6. Supervises academic tutors; schedules assignments, evaluates program progress.
7. Communicate and meet with participants on regular basis in office or community to facilitate program and services.
8. Recruit and supervise youth participants on worksites working cooperatively with on-site supervisors.
9. Research, evaluate, develop and order various types of curricula and supporting materials students need to study for and pass e-learning classes, GED/HISET or other Test.
10. Develop worksite contracts with private and non-profit organizations to place student workers on-site for paid work experience.
11. Work co-operatively with other partner agencies to provide referrals and supporting services for participant success.
12. Coordinates paperwork and requests for services and incentives with One Stop Services Manager.
13. Provide referrals to Career Specialists for adult services.
14. Submits grades and exams to School Counselor.
15. Complete data entry, file management, and compliance paperwork in a timely manner to meet State/Departments of Labor Requirements.
16. Performs other duties as requires or assigned which are reasonably within the scope of the duties enumerated above.

### **Minimum Qualifications**

A bachelor's degree in a relevant field and two (2) years related experience are preferred.

### **Qualifications**

Madison County's Organizational Values help direct every employee toward a common goal. They remind us that we share a larger purpose.

Madison County's Organizational Values are:

- **Communicate openly & honestly**
  - I circle back when there is a need for clarity or amends
  - I have direct honest conversations with people rather than talking about them to others
  - I reach out for help when I need it and respond to others appropriately when they ask for help
  - I facilitate clarity not confusion
  - I listen to others while setting my own biases aside and focusing on the whole person
- **Maintain high standards of excellence**
  - I conduct myself in a way that demonstrates our standards of excellence
  - I define what success means within my team and engage them through a continuous improvement mindset
  - I and my team set appropriate goals and establish checks and balances to ensure our goals are reasonably achieved
  - I lead by example through establishing clear guidelines and defining our standards
  - I accept change that benefits my colleagues and our organization
- **Integrity**
  - I do what I say I'm going to do
  - I act in alignment with my values
  - I do the right thing when nobody is looking
  - I value input from others and recognize that I am not always right
  - I seek to build trust and avoid carelessly blaming others
- **Accountability**

- I own my mistakes, apologize and make amends
- I make myself available for, and am receptive to feedback
- I take responsibility
- I establish achievable deadlines for myself and my team
- I take ownership by not making excuses
- **Compassion**
  - I treat my colleagues with respect and compassion by responding when appropriate in a timely and professional manner
  - I commit to showing compassion by seeing my colleagues as real people
  - I create an inclusive work environment where I value my colleagues as people
  - I respect my colleagues in how I speak about them when they aren't present
  - I actively listen to my colleagues

**This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.**

**Equal Opportunity Employer**

**Closing Date: May 01, 2026, or Until Filled**

**If you prefer to submit a paper application, please submit to:**

**Darlene Ladd at [daladd@madisoncountyil.gov](mailto:daladd@madisoncountyil.gov) or by mail to Darlene Ladd, 101 E. Edwardsville Rd. Wood River, IL 62095**

**Visit <http://www.co.madison.il.us/jobs> for application and full posting.**

**Internal Candidates should apply via Self-Service -> Company Information -> Job Opportunities**