



*The Workforce Development Board  
of Southeast Minnesota*

**Date of Posting:** May 7, 2018

## Full-time Bridge Mentor

**Workforce Development, Inc. (WDI), along with its Tri-City Bridges to the Future partners, is seeking a full-time Bridge Mentor to work directly with youth.**

Tri-City Bridges to the Future is a new collaboration that supports systems enhancements and post-secondary bridge programming for Opportunity Youth ages 14-24 in Faribault, Northfield, and Red Wing. The funding is made possible by the federal Social Innovation Fund and Youthprise. It provides significant financial resources to help Opportunity Youth overcome barriers to achieving academic and employment success.

Opportunity Youth are young people ages 14-24 who are in foster care, involved in the juvenile justice system, homeless, and/or disconnected from school and work. This initiative provides academic and career-readiness programming, as well as wrap-around support services, for Opportunity Youth from the partnering cities. Programming in Red Wing specifically targets juvenile males from the Minnesota Correctional Facility located there.

### Tasks:

- Partner with local agencies to recruit Opportunity Youth; local agencies include social services, schools, county corrections staff, and other youth development programs.
- Meet with youth in person to determine eligibility and fit for Tri-City Bridges to the Future and other youth programs; complete enrollment paperwork alongside youth.
- Administer and interpret assessments and interest inventories for youth to determine strengths and interests, as well as barriers to achieving educational and career goals.
- Meet weekly with youth enrolled in the program to develop and continuously revisit their individualized success plans, focusing on goal setting and achievement related to secondary school completion, career development, and postsecondary training/education.
- Support youth to identify ways to access a career pathway of their choosing based on their interests, strengths/abilities, and jobs currently available. Particular focus should be placed on pathways in manufacturing, healthcare, and construction, based on local workforce needs.
- Support Bridge Course Instructors to deliver and reinforce course content related to job seeking, transferable skill development, and professionalism in the workplace.

- Attend Tri-City Bridges to the Future staff meetings to share information and identify opportunities to collaborate that would enhance services provided to youth.
- Keep detailed counseling notes and support extensive data tracking through use of Microsoft Word, Microsoft Excel, Google Docs/Sheets, and Workforce One.

**Required qualities:**

- Bachelor's degree or commensurate experience
- 2-5 years' experience in student support services, career counseling, and/or workforce development
- Eagerness to learn about different cultures and to reach out to and work with diverse youth
- Excellent interpersonal and organizational skills
- Excellent written and verbal communication skills
- Ability to manage a caseload of up to 45 youth simultaneously
- Ability to work select evening hours and to travel between Northfield, Faribault and Red Wing
- Experience with Microsoft Excel, Microsoft Word, Outlook, and Gmail (Google Docs/Sheets)

**Preferred qualities:**

- Familiarity with Northfield, Faribault, and Rice County organizations and resources
- Bilingual – Somali or Spanish

If you are interested in a dynamic work environment at an organization dedicated to helping job seekers and employers, please submit your resume and cover letter to be received **by 4:30 pm on June 1, 2018.**

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WDI is an Equal Opportunity Employer/Program Provider and a proud partner of the American Job Center Network. Upon request, the information in this document is available in alternative formats for people with disabilities by calling 507.292.5180 (voice) or by using your preferred relay service.