

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Cadet Recruiter		Class Code: 002HP4
	FLSA Status: Non-Exempt	Salary Schedule: PAT 4	Effective Date: 6-28-13
	Summary: This position is responsible for recruitment of applicants for admission to the Hoosier Youth Challenge Academy (HYCA) recruitment and assignment of mentors and coordinating placement of cadets upon graduation in the post residential program phase.		

Duties:

- Formulates, organizes and executes a regional recruitment program for cadets and cadet mentors;
- Assists in the development of the schools recruitment and marketing plan, program brochures, presentations, media programs and other materials;
- Implements the recruitment plan and markets the program brochures, presentations, media programs and other materials;
- Prepares and presents presentations to and is the liaison with school districts, community organizations, juvenile justices, civic groups, employers, etc.;
- Conducts applicant assessments through testing, background information and personal interviews;
- Conducts follow-up interviews with applicants, families and others as needed;
- Performs case management functions and referral services with applicants and applicants' immediate families as needed;
- Makes recommendations to the coordinator and director for final acceptance of applicant requests (denials) for admission to an Academy Challenge Program class;
- Prepares accepted students for admission to HYCA program classes at the Academy;
- Ensures appropriate student data is entered into the Data Management and Reporting System (DMARS);
- Provides student applicant contact and case management reports to the HYCA main campus weekly;
- Recruits, screens, trains and matches volunteer adult mentors with their mentees midway through the residential phase so as to begin the communication process for a cadet's future plans;
- Assists in the development of a cadet's Post-Residential Action Plan (P-RAP);
- Monitors the cadet and mentor relationships in residential and post residential phases;
- Implements a placement program for cadets upon graduation for employment and or further academic enrollment;
- Performs all necessary administrative functions including, but not limited to; filing, storage and transport of records, opening and responding to mail, providing information and forms to applicants and the general community.
- Performs related duties as required.

Job Requirements:

- Must have a valid Indiana Driver's License;
- Broad knowledge of the HYCA Program and all applicable regulations, policies and procedures;
- Ability to effectively communicate orally and in writing with diverse individuals and groups;
- Ability to speak before professional and community groups as well as economically and educationally disadvantaged groups regarding the Hoosier Youth Challenge Academy;
- Ability to work with emotional at-risk teenagers and unstable families and conduct probing personal interviews;
- Working knowledge of computers and the use of basic software programs such as Microsoft Office;

- Ability to develop and maintain effective working relationships with school counselors and staffs, social service organizations, local juvenile justices, employment agencies, local employers, civic organizations, etc.;
- Ability to organize and work independently on multiple tasks under pressure.

Difficulty of Work:

The work is broad in scope utilizing many specialized program elements to recruit, place and provide an agency mentoring program for cadets. The incumbent must be able to manage and administer operational activities to ensure the cadet recruitment and placement programs are operated efficiently and effectively. Work assignments involve implementation of new programs and procedures for recruitment, placement and mentorship programs with frequent assessments and recommendations on whether to continue or change existing programs in order for the agency to meet established goals.

Responsibility:

The incumbent recommends changes to and implements new programs and procedures for the agency's HYCA Program. The incumbent works independently and possesses sufficient technical authority to manage and administer the position's assigned work. Decisions and major recommendations are reviewed for compliance with and attainment of HYCA policy and goals. The incumbent makes a substantial contribution in developing and implementing goals for the HYCA program. Failure to meet goals could result in loss of HYCA program funding and or HYCA program failure.

Personal Work Relationships:

The incumbent works with the Youth Challenge staff, Joint Forces Headquarters-Indiana staff, local juvenile justices, school counselors and administrators, community organizations, civic groups, employers, employment agencies, private organizations and state and local agencies to interpret develop and implement the recruitment, placement and mentorship programs for the HYCA. These contacts have a major role in the development and accomplishment of goals for the program. The incumbent interacts with and makes presentations to professional and lay groups as well as economically and educationally disadvantaged at-risk youths and their families to provide information concerning the HYCA benefits and opportunities for at-risk youths.

Physical Effort:

Work is sedentary, but requires extensive driving throughout the state. Occasional lifting of up to 20 pounds is necessary.

Working Conditions:

Incumbent may infrequently be exposed to aggressive and or hostile at-risk youths and/or upset parents and/or guardians. Incumbent will travel extensively to make necessary contacts. Work will require frequent evening, weekend and/or holiday work.