**Class Summary**

The responsibilities of this classification include entry level work tasks. The tasks are designed to engage at risk youth in our community with short term temporary structured assignments in local businesses. Incumbents are provided training, mentoring and guidance according to a training plan and receive direction on workplace behavior, competencies and individual responsibilities and are responsible for tasks that can be easily learned on the job.

**Distinguishing Characteristics**

This is the first level in a three level classification series. Incumbents in this classification perform entry-level duties in a training capacity under direct supervision. This classification is distinguished from the Work Experience Participant (WEX) II in that incumbents at this level have no formal work experience, do not have a GED or high school diploma, and have barriers to success in employment that need to be addressed with worksite supervision and a case manager.

Incumbents in this classification are limited to at risk youth who are accepted into the WEX program by Employment and Education Resources (EER), Department of Community and Human Services (DCHS).

**Examples of Duties**

1. Assist in answering phones, opening mail, copying, filing, scanning and other office duties.
2. Assist in performing a wide variety of routine maintenance and repair work, warehouse and storage tasks, and grounds keeping work.
3. Perform other duties as assigned.

**Knowledge/Skills**

Ability to communicate effectively, in person and in writing

Ability to develop basic work skills

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

**Education and Experience Requirements**

Approved as a participant in the WEX program by Employment and Education Resources (DCHS)

**Licensing, Certification and Other Requirements**

N/A

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| --- | --- |
| **FLSA Designation** | Non-Exempt |
| **Service Status** | Short Term Temporary |
| **EEO Code** | 6 |
| **Levels within same series** | Work Experience Participant I  Work Experience Participant II  Work Experience Participant III |
| **Class History** | 07/2016 - Created |