



183 College Drive • De Queen, AR 71832  
870.584.4471 • 800.844.4471 •

## **POSITION ANNOUNCEMENT**

### **YouthBuild Pathway Advocate/Case Manager**

#### **(Provisional/Grant-Funded Position/De Queen Campus)**

---

The Pathway Advocate/Case Manager will work collectively with other Youthbuild staff members to help run an innovative program for young people in Southwest Arkansas that face the greatest barriers to finding employment. The case manager will provide one-on-one supportive services to at-risk and transition-age youth who are preparing to join the workforce. The Case Manager will assess basic needs, identify barriers to employment, develop an Individual Service Plan to address those barriers, and coordinate services to help youth prepare for and secure living wage jobs with a career path upon graduation of the YouthBuild program. The Pathway Advocate/Case Manager will assess youth participants (aged 16-24) for enrollment in the YouthBuild program while maintaining all documentation requirements and data. This position will also perform case management.

#### **MINIMUM REQUIREMENTS**

- Associate degree
- Experience working with a diverse youth population is desirable
- Ability to prioritize tasks and document visits and contacts
- Excellent telephone, computer and written communication skills
- Ability to use Microsoft Office applications
- Occasional travel

#### **SALARY**

\$30,000 annually combined with an excellent benefits package consisting of health, dental, life, long and short-term disability insurances, a retirement plan with employer matching contributions, paid annual and sick leave, and educational assistance.

#### **REQUIRED APPLICATION MATERIALS**

Applicants are required to submit a cover letter, an updated resume, and unofficial transcripts. Applications missing any of the required documents will be deemed incomplete and will not be considered.

#### **DEADLINE FOR APPLICATIONS**

Thursday, June 5, 2025

#### **HOW TO APPLY (EXTERNAL APPLICANTS)**

Visit [www.cccua.edu](http://www.cccua.edu) and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0071927**, then click the blue "Apply" button at the top of the posting to begin your application.

#### **HOW TO APPLY (INTERNAL APPLICANTS):**

Log in to Workday>Search “Find Jobs Internal” in the search box to view all open positions>Select the position>Apply.

**Call (870) 584-1104 or 870-584-1164 if you have questions, or email [hr@cccua.edu](mailto:hr@cccua.edu).**

Cossatot Community College of the University of Arkansas (UA Cossatot) is an equal opportunity institution. UA Cossatot does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual orientation, or pregnancy. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to UA Cossatot's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.

\*Persons must have proof of legal authority to work in the United States on the first day of employment.

\*Application information is subject to public disclosure under the Arkansas Freedom of Information Act.