

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**

**JOB DESCRIPTION**

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**POSITION:** **INSTRUCTOR/CASE MANAGER/RECRUITER**

**DIVISION:** Workforce/Education

**PURPOSE:** Conduct job search classes, workshops, seminars; assist adults to obtain knowledge and skills necessary for employment and self-sufficiency; recruit adults to become literate by addressing barriers and assist with transition to workforce or postsecondary education.

**QUALIFICATIONS:**

Education: Bachelor's Degree in Education or closely related field

Experience: 1 year classroom experience and/or public speaking and/or related field

Skills, Abilities, and Knowledge:

- a. Knowledge of Adult Education principles/theories
- b. Problem solving ability where independent judgment may be required
- c. Ability to work with all stakeholders as a team
- d. Ability to maintain confidentiality
- e. Proficient computer knowledge and skills
- f. Ability to interpret, analyze and track data and other information
- g. Strong presentation, verbal, and interpersonal communication skills to successfully work with diverse populations
- h. Machine usage including computer, photocopier, smart board, projectors, etc.
- i. Ability to deal with and adapt to frequent changes

**REPORTS TO:** Director of Workforce Development

**SUPERVISES:** None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently

Physical Efforts: Moderate physical effort in a predominately sitting position

Special Demands: Driving, Traveling and potential eye strain

Special Requirements: Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum)

Duties may include any or all of the following: This list is intended to be representative.

01. Ability to teach job skills/readiness classes
02. Support at-risk program participants who often face multiple barriers
03. Promote independent and lifelong learning
04. Assist program participants to identify and realize life and career goals through guidance and support
05. Instruction and facilitation skills for preparing and presenting material to participants as scheduled
06. Ability to respond effectively and adjust teaching strategies and materials in order to motivate and respond to program participants' needs
07. Assess and monitor learning
08. Exhibit accountability
09. Participate in periodic case management and professional development
10. Encourage involvement in the community and utilize community resources
11. Understand the mission, goals, policies and procedures of the corporation
12. Complete forms, timecards, and other paperwork as required
13. Assist in special projects or assignments as directed

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** E

**HOURLY WAGE:** \$15.65

**HOURS PER WEEK:** 37½