

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

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**POSITION:**    **CASE MANAGEMENT SPECIALIST**

**PURPOSE:**    Facilitate placement, job retention, and rapid re-employment of welfare recipients and low-income individuals through assessments, evaluations, testing, job search skills, classroom training, and intensive case management. May also involve job development including outreach to potential employers to procure employment and training opportunities for job seekers.

**QUALIFICATIONS:**

Education: B.S. Degree in Social Services, Psychology, or related field with a commitment to obtain a Global Career Development Facilitator Certificate within 18 months of hire.

Experience: 2 years counseling or advocacy experience.

Skills, Abilities, and Knowledge:

- a. Ability to apply problem-solving techniques.
- b. Ability to perform accurately with little supervision.
- c. Ability to maintain confidentiality.
- d. Excellent interpersonal skills, diplomacy, and resourcefulness.
- e. Basic computer knowledge and skills.
- f. Effective verbal and written communication skills.
- g. Machine operation including calculator, photocopier, typewriter, computer, etc.

**REPORTS TO:** Project Supervisor

**SUPERVISES:** None

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

Alternative hours; alternative locations.

Mental Concentration: Considerable concentration consistently.

Interruptions: Occur constantly.

Physical Efforts: Light physical effort in a predominately sitting position.

Special Demands: Driving, traveling, and potential eyestrain.

Valid 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. Interview and verify eligibility of clients.
02. Coordinate job referrals with Program Development Specialists.
03. Test, interpret, and review test results with clients. Provide career counseling when appropriate.
04. Conduct orientations and assessments; develop detailed employability plan.
05. Develop and maintain cooperative relationship with other educational and human service agencies and the CAO's.
06. Maintain cumulative case file and input appropriate information onto the computer.
07. Attend seminars and DST meetings.
08. Assist in coordination of advertisements, publicity, and/or recruitment activities.
09. Prepare and distribute reports as required.
10. Follow up with clients according to program guidelines to ensure program performance.
11. Complete forms, time cards, and other paperwork as required.
12. Monitor and verify attendance which may include home visits.
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**