

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

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POSITION: **EMPLOYMENT SPECIALIST**

PURPOSE: Facilitate placement and retention into gainful employment of unemployed and underemployed customers in the private/public sector through intensive counseling involving career planning, job search skills, assessment, evaluations, testing, or classroom training.

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: CareerLink Supervisor and/or 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. Assess and verify eligibility of customers for intensive and/or training services providing career counseling and case management when appropriate
02. Offer core assessment and explanation of available services to all customers and assist in job matching
03. Administer tests and formal assessments, interpret, and review results with customers. Provide career counseling or referral service as appropriate.
04. Develop detailed employability plan including job search training, life skills, classroom training, OJT/subsidized employment, or referral to other human service counseling programs
05. Develop and maintain cooperative relationship with other educational and human service agencies
06. Maintain cumulative case file and input appropriate information onto the computer
07. Attend seminars or meetings as a representative for the corporation
08. Assist in coordination of advertisements, publicity, and/or recruitment activities for radio/newspapers or agencies
09. Work with customers in PA CareerLink CRC as required
10. Prepare and distribute reports as required
11. Follow up as necessary on placement of clients

12. Complete forms, time cards, 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