

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

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**POSITION:**    **EMPLOYMENT TRAINING SUPERVISOR**

**PURPOSE:**    Supervise and expand employment and training programs operated through the PA CareerLink® system in Westmoreland and Fayette Counties.

**QUALIFICATIONS:**

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

Experience:    4 years work experience in program services with 2 years in supervisory role.

Skills, Abilities, and Knowledge:

- a. Good interpersonal and professional skills
- b. Ability to lead, motivate and supervise others effectively
- c. Ability to build and retain relationships with businesses and community organizations
- d. Ability to establish rapport with participants
- e. Excellent oral and written communication skills, customer skills, organizational skills, detail oriented
- f. Ability to understand and implement regulations, policies, and procedures
- g. Ability to achieve goals and work independently
- h. Ability to maintain confidentiality
- i. Patience, reliability, problem solving ability, as well as diplomacy and negotiation skills
- j. Ability to multi-task and work in a fast paced environment
- k. Willingness and ability to accommodate a non-traditional work schedule including evenings and weekends as needed
- l. Machine operations could include calculator, computer, photocopier, telephone, etc.

**REPORTS TO:**    Director of Education and Workforce Development

**SUPERVISES:**    Employment Specialists, Account Representatives, Career Resource Specialist, and Secretary

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

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently

Physical Efforts: Light physical effort in a predominately sitting position

Special Demands: Driving/Traveling and potential eyestrain

Special Requirement: 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. Oversee and manage all aspects of Title I programs and services
02. Acquire and maintain a detailed knowledge of Title I guidelines
03. Ensure all performance measures are met
04. Hire, train, supervise and evaluate project staff
05. Develop cooperative relationships with community organizations, employers, and other stakeholders to implement program objectives
06. Develop and implement strategies for ongoing program monitoring and evaluation
07. Analyze collected data and compile reports for PIC and for contractors/funders
08. Attend meetings, seminars, and conferences representing the programs and the organization
09. Explore, pursue, and support strategies to sustain and grow the programs

10. Oversee the maintenance of compliance for the contracts/grants and assist in grant preparation for growth of services
11. Demonstrate fiscal responsibility with budgets
12. Complete forms, timesheets, and other paperwork as required
13. Assist in special projects 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:** F