

JOB DESCRIPTION

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Position: Part-Time Re-Entry Specialist

Employment Classification: Non-Exempt

Reports To: Program Manager

Supervises: None

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Part-Time Re-Entry Specialist will have the opportunity to recruit and work with a varied population of young adults (ages 18–24), providing intensive mentoring and support to help them overcome barriers, access training and employment opportunities, and achieve their personal and professional goals. Responsibilities include guiding participants through available county programs, offering academic enrichment, job readiness and life skills development, vocational training, and goal setting and maintaining documentation for all program participants. The ideal candidate will be a diplomatic individual possessing strong verbal and written communication, organizational, and interviewing skills, paired with the ability to multi-task.

Qualifications & Requirements:

Education: Minimum of an Associate's degree in Criminal Justice, Social Work, Psychology, Education or related field. Commitment to successfully complete the Correctional Assessment and Intervention System (CAIS) training within 6 months of hire.

Experience: Two (2) years case management or advocacy experience with young adults in the justice system preferred.

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Demands: Light physical effort in a predominantly seated position.

Special Demands/Requirements: Alternative hours, alternative locations. Driving, travel and potential eye strain. Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire. Valid driver's license, verification of car insurance coverage, and dependable transportation. (validated yearly minimum)

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

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

01. Recruit participants for the PIC Re-Entry Young Adult program.
02. Build relationships with other community programs.
03. Mentor young adult from referral through completion of program.
04. Test, evaluate, and critique young adults' knowledge, resumes, and classroom activity through personal mentoring/case management sessions.
05. Maintain contact with all young adults using follow up procedures.
06. Maintain young adult case records, complete data entry and prepare/update progress reports.
07. Complete forms, timecards and other paperwork as required.
08. Attend all events, professional development trainings, and meetings, non-traditional hours.
09. Perform other duties and assist in special projects as assigned or requested.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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.

HOURLY WAGE:

\$25.00

HOURS PER WEEK:

25 hours per week

Possible Non-Traditional Hours