

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.

JOB DESCRIPTION

PAGE 1 OF 2

POSITION: **EARN CAREER NAVIGATOR**

SUMMARY: At the Private Industry Council of Westmoreland/Fayette, Inc. we have over 40 years experience in providing workforce, education and early childhood educational services to the communities we serve. We are seeking a Career Navigator to work with a diverse population of clients offering intensive case management services while assisting them with overcoming barriers, finding training and/or employment, and meeting their goals. The ideal candidate will have excellent organizational, communication, and time management skills, as well as the ability to multi-task and complete time-sensitive data entry.

PURPOSE: Provide a combination of intensive case management, barrier removal, life coaching, and job development services, such as, assessment, trainings, counselling, job search, or job placement; all designed to meet the individual needs of low-income families to move them towards family economic stability.

QUALIFICATIONS:

Education: Associates or Bachelor's Degree in Social Services, Psychology, Rehabilitation Counseling or related field with a commitment to obtain a National Family Development Credential within 18 months.

Experience: Two (2) years case management or counseling or advocacy experience or program implementation preferred.

Skills, Abilities and Knowledge:

- a. Understanding of competitive work standards, employer perspectives, and expectations
- a. Ability to develop appropriate teaching aids and suggest accommodations or assistive devices
- b. Patience, reliability, problem solving ability, as well as diplomacy and negotiation skills
- c. Ability to establish rapport with participants
- d. Understanding and interpreting program guidelines
- e. Barrier removal assistance
- f. Entering data in timely manner in required databases
- g. Ability to build and retain relationships with service agencies and employers
- h. Excellent oral and written communication skills, customer service skills, organizational skills, detail oriented
- i. Ability to achieve goals and work independently
- j. Ability to maintain confidentiality
- k. Ability to multi-task and work in a fast-paced environment
- l. Machine operations could include calculator, computer, photocopier, telephone, etc.

REPORTS TO: Program Manager

SUPERVISES: None

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

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Effort: Depends on training site and skills being trained. May include standing, sitting, bending, stooping, lifting, grasping, and stretching

Special Demands: Driving, traveling, and potential eye strain.

Special Requirement: Current Act 33, Act 34, FBI/DPW and NSOR clearance documentation at hire. Valid PA driver's license, verification of car insurance coverage as well as reliable transportation (validated yearly minimum). Alternative hours, alternative locations

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

- 01. Use positive communication strategies to motivate clients to work and reach their goals
- 02. Assist participants to discover and overcome their personal and professional barriers and set goals
- 03. Guide participants in learning to complete job tasks
- 04. Provide coaching in effective job search and interviewing techniques
- 05. Use variety of strategies to assist clients in understanding and dealing with their own social skills while assessing their strengths and teaching them to use them effectively
- 06. Assist clients to implement difficult changes or adjustment in order to meet their goals
- 10. Educate the participants on opportunities for post-secondary education or completing their GED
- 11. Monitor and evaluate progress of participants
- 12. Maintain cumulative case files and input appropriate data in the required systems
- 13. Coordinate appropriate client/job matches.
- 14. Develop cooperative relationships with employers including conducting job analyses, observing workers performing their job duties and receiving updates
- 15. Act as client advocate when working with employers, as well as, with other agencies
- 16. Attend seminars, meetings, and training as a representative of the corporation
- 17. Complete reports, forms, timecards, and other paperwork as required
- 18. 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:

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HOURLY WAGE:

- \$18.83 – Associate’s
- \$21.18 – Bachelor’s

HOURS PER WEEK: 37½

EMPLOYMENT CLASSIFICATION: Non-Exempt