

JOB DESCRIPTION

Position: EARN Career Navigator

Division: Workforce Division

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 EARN Career Navigator will work with clients to provide a combination of intensive case management, barrier removal, life coaching and job development services, including but not limited to assessment, training, counseling, job search/placement activities designed to move individuals and families toward economic stability. The ideal candidate will be detail oriented, possessing excellent organizational ability, verbal/written communication, computer proficiency and time management skills coupled with diplomacy and the ability to work with a variety of individuals.

Qualifications & Requirements:

Education: Minimum of an Associate's or Bachelors' degree in Social Services, Psychology or related field with a commitment to obtain a National Family Development Credential within 18 months.

Experience: Two years case management, counseling or advocacy experience or program implementation preferred.

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Demands: Medium physical effort (up to 30 lbs.) May include standing, sitting, bending, stooping, lifting, grasping and stretching. Driving, travel and potential eye strain.

Special Demands/Requirements: 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.

1. Use positive communication strategies to motivate clients to work and reach their goals.
2. Assist participants to discover and reach goals while overcoming personal and professional barriers.
3. Guide participants in learning to complete job tasks; including the development of teaching aids, suggesting assistive devices and/or accommodations as needed.
4. Provide coaching in effective job search and interviewing techniques.
5. Use a variety of methods to assist clients in understanding their own social skills while assessing their strengths and teaching them to utilize strategic tools effectively.
6. Assist clients to implement difficult changes or adjustments in order to meet their goals.
7. Educate participants on opportunities to complete their GED, post-secondary education and/or training.
8. Perform time sensitive data entry into appropriate databases, to ensure accurate reporting to federal,

state and county partners, and maintaining cumulative case files.

- 9. Monitor and evaluate progress of participants.
- 10. Coordinate appropriate client/job matches.
- 11. Develop cooperative relationships with service agencies and employers, conducting job analyses, observations and making updates in order to serve as a client advocate.
- 12. Attend mandatory weekly and monthly meetings with federal, state and county program partners.
- 13. Attend assigned events, professional development trainings, meetings with individuals, public and private agencies as necessary.
- 14. 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.

PAY GRADE

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HOURLY WAGE:

\$18.83 - Associates
\$21.18 – Bachelor's

HOURS PER WEEK:

37.5
Possible non-traditional