

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

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**POSITION:** **RE-ENTRY SPECIALIST**

**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. The Re-Entry Specialist will have the opportunity to work with a diverse population of young adults, offering intensive mentoring services to help them with overcoming barriers, find training and/or employment, and achieve their goals. The ideal candidate will have excellent communication, organizational and interviewing skills, as well as the ability to multi-task.

**PURPOSE:** Mentor, support, and guide young adults (ages 18-24) in maneuvering through the available programs in their county by providing support, academic enrichment opportunities, job readiness and life skills, vocational training, and goal setting and obtainment. Actively mentor, recruit, and maintain files for all young adults in the program.

**QUALIFICATIONS:**

- Education: Associates or Bachelor's Degree in Criminal Justice, Psychology, Education, Social Work or related Field. Commitment to obtain the National Family Development Credential and successfully complete the Correctional Assessment and Intervention System (CAIS) training within 6 months of hire.
- Experience: Two (2) years case management or mentoring/advocacy experience working with young adults in the justice system preferred.

Skills, Abilities, and Knowledge:

- a. Ability to establish rapport with participant
- b. Understanding and interpreting program requirement
- c. Barrier Removal Assistance
- d. Ability to apply problem solving techniques
- e. Ability to perform accurately with little supervision
- f. Ability to maintain confidentiality
- g. Excellent interpersonal skills, diplomacy, and resourcefulness
- h. Basic computer knowledge and skills
- i. Effective verbal and written communication skills
- j. Machine operation including calculator, photocopier, typewriter, computer, etc.

**REPORTS TO:** Program Manager

**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.
- Special Requirements: Current Act 33, Act 34, FBI/DPW and NSOR clearance documentation at hire. 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. 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, data entry and prepare and update progress reports
- 07. Attend seminars, meetings, and counseling sessions, as required
- 08. Complete reports, forms, timecards and other paperwork as required

**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: 37 ½**

**EMPLOYMENT CLASSIFICATION: Non-Exempt**