

JOB DESCRIPTION

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Position: Employment Specialist

Employment Classification: Non-Exempt

Reports To: Workforce Manager, Employment/Training Supervisor

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 Employment Specialist facilitates placement and retention into gainful employment of unemployed and underemployed customers of the PA CareerLink® through intensive counseling involving career planning, job search skills, assessment, evaluations, testing or classroom training. The ideal candidate will have proven ability to work independently with minimal supervision, possessing digital and time management skills. Strong communication, organization, and interpersonal abilities are essential to effectively interact with a variety of individuals with diplomacy and resourcefulness.

Qualifications & Requirements:

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

Experience: 2 years advocacy or counseling experience.

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Demands: Light physical effort in predominantly sitting position. Potential eye strain.

Special Demands/Requirements: Occasional travel and overtime hours required. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum). Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health, and developmental 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. Assess and verify eligibility of customers for intensive and/or training services providing career counseling and case management when appropriate.
02. Offer and core assessment and explanation of available services to all customers and assist in job matching.
03. Administer tests and formal assessments, interpret, and review results with customers.
04. Provide career counseling or referral service as appropriate.
05. Develop detailed employability plan including job search training, life skills, classroom training, OJT/subsidized employment, or referral to other human service counseling programs.
06. Develop and maintain cooperative relationship with other educational and human service agencies.
07. Maintain cumulative case file and input appropriate information into proper database program.
08. Contact employers to promote qualified job seekers, coordinating the placement of job seekers into existing opportunities.

09. Perform and document required follow up with employers and job seekers as determined by program guidelines.
10. Maintain, record, and prepare reports, timecards, forms and other paperwork as necessary.
11. Attend all professional development trainings, meetings, and events as required.
12. Perform other duties and assist with special projects as assigned.

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 – Associate's
21.18 – Bachelor's

HOURS PER WEEK:

37.5
Possible non-traditional