

JOB DESCRIPTION

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Position: Re-Entry Specialist

Division: Workforce Development

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 Re-Entry Specialist will guide young adults (ages 18-24) offering intensive mentoring services to help them with overcoming barriers, location of training and/or employment, and achievement of goals. The ideal candidate will have excellent communication, organizational and interviewing skills, as well as the ability to multi-task, while working effectively with varied population of individuals.

Qualifications & Requirements:

Education: Minimum of an Associate's in Social Work or related field. Commitment to obtain the National Family Development Credential within 18 months and successfully complete the Correctional Assessment and Intervention System (CAIS) training within 6 months of hire.

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

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Demands: Light physical effort, in a predominately sitting or standing position.

Special Demands/Requirements: Driving, alternative locations, alternative hours, 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 as well as reliable 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 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.

1. Recruit participants for the Youth Reentry program.
2. Build relationships with community programs to assist participants to achieve goals.
3. Mentor young adults, providing support in life skills, job readiness, locating academic enrichment opportunities, training, and goal setting.
4. Test, evaluate, and critique young adults' knowledge, resumes and classroom activity through personal mentoring/case management sessions.
5. Maintain contact with all young adults using follow up procedures.
6. Maintain young adult case records, data entry and prepare and update progress reports
7. Attend all professional development trainings, meetings and events as necessary.
8. 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 - Associates

\$21.18 – Bachelor's

HOURS PER WEEK:

37 ½

Alternative hours

Alternative locations