

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

PAGE 1 OF 2

POSITION: **PART TIME 21st CENTURY BEFORE & AFTERSCHOOL SPECIAL SERVICES COORDINATOR**

DIVISION: Youth Department, Cohort 9

PURPOSE: Identify, coordinate, monitor, track, refer and/or provide individualized services to children with special needs or at-risk behaviors and their families; Assist education staff in providing quality inclusive services to children with special needs/at-risk behaviors. Develop & implement social emotional lessons/activities to enrolled program children and families.

QUALIFICATIONS:

Education: Bachelor's Degree in Education, Psychology or a related field with experience in working with elementary and/or secondary at-risk students.

Skills, Abilities and Knowledge:

- a. Problem solving ability where independent judgment may be required.
- b. Ability to maintain confidentiality.
- c. Excellent interpersonal skills.
- d. Effective oral and written communication skills.
- e. Ability to apply independent judgment.
- f. Ability to achieve goals with little supervision.
- g. Ability to motivate and advise others.
- h. Machine operation could include tape recorder, calculator, computer, and photocopier
- i. Knowledge of disciplinary strategies and techniques.
- j. Ability to deal with and adapt to frequent change.
- k. Ability to work with and delegate work to others without having supervisory authority over them.
- l. Good organization skills.
- m. Ability to develop activities and lessons focused on Social/Emotional Development topics

REPORTS TO: Youth Program's Supervisor

SUPERVISES: No direct reports but responsibility to direct employees as set forth below in Responsibilities

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

Mental Concentration: Considerable concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Moderate physical effort (up to 30 pounds).

Confidential Information Used: Daily use of child's mental health information, educational information, family environment and economic information, disability information

Special Demands: Moderate travel.

Special Requirements: Current Act 33 and Act 34 and FBI/DPW clearance documentation at hire.

Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly at a minimum).

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

01. Assist in identifying and coordinating disciplinary plans, mental health referrals and services in conjunction with the Parent/Guardian, School District, 21st Century Program Staff and Youth Program's Supervisor.

- Observe children in their classroom environment
- Coordinate services for children and families needing or receiving Mental Health Services or in need of a discipline plan for success in and out of school and program times.
- Monitor Individualized Education Plans (IEP), treatment/disciplinary plans for children providing support to instructional staff as needed

02. Create and Implement Social Emotional activities in the Before & Afterschool Program
03. Coordinate contacts with families to complete referral process and provide parent/guardian support
04. Assist with planning Family Engagement Events
05. Attend parent meetings, staff meetings, agency meetings and training seminars in relation to mental health or special needs as indicated
06. Advocate for and assist with strategies for successful in and out of school environments
 - Observe children with special needs/behavior concerns as indicated
 - Schedule and accompany parents and children on appointments as indicated
 - Monitor I.E.P. and related services of children with special needs
 - Attend I.E.P. conferences, staffings, and other meetings as indicated
 - Report regularly to supervisor all information regarding children with special needs, mental health or behavior concerns
10. Keeping documented notes on each child that includes: observations, referrals, anecdotes, implemented strategies, behavior plans, etc.
11. Act as liaison and coordinate with program staff (observation schedule, referrals, training, etc.); make student referrals and request assistance as indicated
12. Plan, schedule and carry out meetings with staff on individual children with special needs/at risk behaviors initially and throughout the program year.
13. Keep supervisor informed on schedules, needs, problems, ideas, suggestions, and seek help when necessary
14. Perform additional responsibilities as assigned or 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

HOURLY WAGE: \$30.00**HOURS PER WEEK:** 18
(PART TIME/NON-
TRADITIONAL)