

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.

JOB DESCRIPTION

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POSITION: **CASE MANAGER/JOB DEVELOPER**

DIVISION: Workforce Development

PURPOSE: To provide client-driven supportive services that include building authentic relationships, assessing needs, setting goals, providing ongoing support to fathers/father-figures and their families.

QUALIFICATIONS:

Education: Bachelor's Degree required in Social Services, Human Services, Psychology, Social Work or related field preferred with a commitment to obtain a Global Career Development Facilitator Certificate within 12 months of hire.

Experience: Minimum of one-year experience providing case management, coaching or counseling services to individuals from diverse populations preferred.

Skills, Abilities, and Knowledge:

- a. Provide key resources that are needed for dads and their families to attain self-sufficiency
- b. Ability to track and document individualized services and progress with dads on a weekly basis
- c. Gather information from dads using appropriate assessments and screening tools
- d. Ability to determine immediate issues and provide insight into potential barriers (e.g., screening dads' past history, reviewing eligibility documents)
- e. Ability to determine immediate needs for basic services and/or crisis intervention support
- f. Match appropriate services to dads' interests and needs
- g. Ability to identify immediate referral need to ensure the participant secures assistance and receives the necessary service
- h. Ability to understand program logic model, including assumption, target populations, input/resources, activities, yearly outputs, short-term outcomes, and long-term outcomes
- i. Web conferencing tools including Zoom and Cisco WebEx
- j. Ability to use Microsoft Office, Google Suites and perform data-entry functions
- k. Ability to maintain confidentiality

REPORTS TO: Fatherhood Manager

SUPERVISES: None

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

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently

Physical Efforts: Moderate physical effort in a predominately sitting position

Special Demands: Some travel and potential eye strain

Special Requirements: Current Act 33 and Act 34 clearance documentation at hire. Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum)

Confidential Information Used: Personnel related information, child's health/mental health information, family economic information, family environmental information

Duties may include any or all of the following: This list is not intended to be representative.

01. Extensive travel required to various sites in Beaver, Fayette, Washington, and Westmoreland counties
02. Support at-risk program participants who often face multiple barriers to positive engagement with their children
03. Guide program participants into taking positive steps to overcome barriers that may prevent them from obtaining financial stability and a sustainable wage.
04. Assist program participants to identify and realize life and career goals through guidance and support
05. Participate in formal professional development activities
06. Encourage involvement in the community and utilize community resources
07. Provide guidance and support to maximize participants' job readiness
08. Coordinate appropriate client/job matches
09. Develop and maintain cooperative relationships and perform follow-up with employers and community networking partners
10. Keep informed of current market trends and new market potential activities
11. Exhibit accountability
12. Understand and uphold the mission, goals, policies and procedures of the corporation
13. Complete forms, timecards, and other paperwork as required
14. Assist in special projects or assignments as directed

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: E

HOURLY WAGE: \$18.05

HOURS PER WEEK: 37½