

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

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POSITION: **PART-TIME YOUTH RE-ENTRY MENTOR**

PURPOSE: Mentor, support, and guide young adults in maneuvering through the available programs in their county by improving their communication, job readiness, GED preparation, life skills and goal setting. Actively mentor, recruit, and maintain files for all young adults in the program.

QUALIFICATIONS:

Education: B.S. in Criminal Justice, Psychology, Education, Social Work or related field

Experience: Case management or mentoring/advocacy experience working with young adults in the juvenile justice system or those with significant employment barriers preferred.

Skills, Abilities, and Knowledge:

- a. Ability to apply problem solving techniques
- b. Ability to perform accurately with little supervision
- c. Ability to maintain confidentiality
- d. Excellent interpersonal skills, diplomacy, and resourcefulness
- e. Basic computer knowledge and skills
- f. Effective verbal and written communication skills
- g. Machine operation including cell phone, calculator, photocopier, computer, etc.

REPORTS TO: Vice President of Education & Workforce Development

SUPERVISES: None

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

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
 - Current Act 33, 34 and FBI/DPW fingerprint clearance documentation at hire
 - Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum)
 - Must provide proof of full COVID vaccination before starting

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. Monitor young adult in programs
09. Complete forms, time cards, and other paperwork, as required
10. Develop and maintain cooperative relationships with county probation/parole, jails, magistrates and other human service agencies
11. Meet all reporting requirements
12. 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: \$20.00

HOURS PER WEEK: 20
Possible Non-Traditional Hours