

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.

JOB DESCRIPTION

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POSITION: **INSTRUCTOR**

DIVISION: Workforce Development

PURPOSE: To facilitate evidence-based curricula and address the challenges and needs identified for community fathers/father figures, including fathers in residential treatment facilities and fathers transitioning from the criminal justice system, in the areas of responsible fatherhood, healthy marriage/relationships, and financial education.

QUALIFICATIONS:

Education: Bachelor's Degree in Sociology, Human Services, Sales, Public Relations, Adult & Community Education, or closely related field with relevant experience.

Experience: A minimum of one-year experience facilitating or instructing specialized groups with fathers/father-figures or individuals from diverse backgrounds

Skills, Abilities, and Knowledge:

- a. Knowledge of Adult Education principles/theories
- b. Strong organizational and decision-making skills, accuracy, and attention to detail
- c. Web conferencing tools including Zoom and Cisco WebEx
- d. Strong communication skills (written and verbal) with ability to convey information to and respond to inquiries from diverse audiences
- e. Strong skill-set to engage and motivate diverse audiences in-person and online
- f. Problem solving ability where independent judgment may be required
- g. Ability to work with all stakeholders as a team
- h. Ability to maintain confidentiality
- i. Ensure fidelity of evidence-based curricula content as required by federal guidelines
- j. Proficient knowledge and skills using machines including computer, photocopier, smart board projector, etc.
- k. Ability to troubleshoot technical issues with dads and their families in virtual sessions (i.e., Zoom and WebEx)
- l. Ability to interpret, analyze and track data and other information
- m. Ability to be flexible and adaptable to frequent changes
- n. Ability to use Microsoft Office and Google Suites.

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. Must provide proof of full COVID vaccination before starting

Special Requirements: Valid PA driver's license, verification of care 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. Ability to facilitate fatherhood series sessions utilizing various evidence-based curricula approved by the Department of Health and Human Services, Administration for Children and Families.
02. Extensive travel required to various sites in Beaver, Fayette, Washington, and Westmoreland counties
03. Ability to facilitate the development of a family financial education plan utilizing FDIC Money Smart.
04. Support at-risk program participants who often face multiple barriers to positive engagement with their children
05. Guide program participants into taking positive steps to overcome barriers that may prevent them from obtaining financial stability and a sustainable wage.
06. Assist program participants to identify and realize life and career goals through guidance and support
07. Facilitation skills for preparing and presenting material to participants as scheduled
08. Ability to respond effectively by instituting adult education strategies that enhance motivation and encourage engagement for program participants
09. Assess and monitor learning
10. Exhibit accountability
11. Participate in formal professional development activities
12. Encourage involvement in the community and utilize community resources
13. Understand the mission, goals, policies and procedures of the corporation
14. Complete forms, timecards, and other paperwork as required
15. 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