

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

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POSITION: **PART TIME WORKFORCE AND ECONOMIC DEVELOPMENT SPECIALIST**

PURPOSE: Facilitate recruitment, placement and retention into gainful employment of program participants in the private/public sector through intensive counseling involving career planning, job search skills and / or classroom training. To coordinate and plan with local schools and employers to meet program goals and align services to needs of participants and employers.

QUALIFICATIONS:

Education: B.S. Degree in Social Services, Psychology, or related field.

Experience: 2 years case management, counseling or advocacy experience.

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 calculator, photocopier, typewriter, computer, etc.

REPORTS TO: Director of Workforce and Economic Development

SUPERVISES: None

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

Alternative hours; alternative locations

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. Must provide proof of full COVID vaccination before starting

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

Duties may include any or all of the following: (This list is intended to be representative)

01. Assess and verify eligibility of program participants for training services
02. Providing career counseling and case management when appropriate
03. Offer career interest evaluations and explanation of available services to all customers and assist in job searching
04. Provide career counseling or referral service as appropriate
05. Develop detailed employability plan including job search training, life skills, classroom training, or referral to other human service counseling programs
06. Develop and maintain cooperative relationship with other educational and human service agencies
07. Maintain cumulative case file and input appropriate information onto the computer
08. Attend seminars or meetings as a representative for the corporation
09. Assist in coordination of advertisements, publicity, and/or recruitment activities for radio/newspapers or agencies

10. Recruit participants to enroll in program to meet grant guidelines
11. Read and interpret grant and meet program / grant goals
12. Gather data to prepare and distribute reports as required
13. Follow up as necessary on placement of program participants
14. Complete forms, time cards, and other paperwork as required
15. Assist in special projects or assignments as directed
16. Be able to work nontraditional hours when needed
17. Complete other duties as assigned

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: Part-Time- \$20.00/hour

HOURS PER WEEK: 20-25
Possible Non-Traditional Hours