

CENTER FOR COMMUNITY ACTION

JOB TITLE: INSTRUCTOR/ EMPLOYMENT SPECIALIST

IMMEDIATE SUPERVISOR: DIRECTOR OF EMPLOYMENT AND TRAINING

STARTING SALARY RANGE: \$13.00-\$14.00 Full-Time. 35 hrs/wk, Exempt Status

Overall Responsibility: Teach or instruct individuals in literacy classes, remedial education classes or preparatory classes for the General Educational Development test. Teach employability, life skills and self-advocacy in school districts in Bedford, Fulton and Huntingdon Counties. Provide job search instruction and community service oversight for clients enrolled in employment and training programs.

Specific Duties:

1. Deliver orientation on programs, requirements and procedures for classroom and retention goals
2. Conduct, organize and analyze information about clients through records, tests, interviews and professional sources, to appraise their skill level, interest, aptitudes, abilities and personality characteristics.
3. Develop class curriculum and new concepts; maintain consistent improvement.
4. Set up classes and activities, including, but not limited to, motivation, income improvement, resumes, job applications, cover letters, mock interviews, employer expectations and life skills.
5. Conduct individual and group sessions on professional and personal development activities, career planning, job search and job readiness techniques labor market and vocational information and job retention techniques.
6. Assist individuals in developing appropriate employment goals and provide job retention to maintain employment.
7. Observe and document attitudes and behaviors and actively listen and problem solve both prior to and after employment.
8. Assist clients in overcoming barriers to employment such as daycare, transportation, prior incarceration.
9. Provide counseling, assistance and necessary follow-up to classroom and retention participants
10. Set up job bulletin board to allow individuals to investigate job opportunities
11. Develop methods to track retention, monitor, case note and report client progress as required.
12. Assist with programmatic outcomes to ensure that performance measures are consistently met.
13. Monitor individual's performance on the job and counsel individuals when job performance is not satisfactory, work with individuals to improve job performance, gain necessary job skills and review career advancement opportunities.
14. Maintain weekly physical contact with clients for counseling, mentoring and job coaching to ensure job retention and improved job performance.
15. Oversight of Community Service including documentation, monitoring, and reporting.
16. Attend all required training.

17. Collect and maintain a library of up-to-date job search, career development, labor market and educational materials.
18. Prepare narrative and statistical reports, required documents, forms and correspondence regarding client status.

10 Other duties as may be required.

Qualifications:

- 1 Completion of Bachelor Degree in Education with PA Instructional I or II Certification and a recommended five (5) years experience in classroom instruction.
- 2 Thorough knowledge of General Educational Development testing format and procedures.
- 3 Attend Financial Literacy trainings or other trainings as requested.
- 4 Computer experience preferred in Word, Excel, Access, Windows and other software as required.
- 5 Excellent written, verbal and interpersonal communication skills.
- 6 Ability to adapt to a variety of situations and individuals, ability to work independently and also work on team projects.
- 7 Ability to maintain confidentiality regarding all agency business, employee, and client matters.
- 8 Reliable transportation and valid PA driver's license.
- 9 Act 33/34 Clearances

Signature

AA/EOE

Date

Revised 07/12/2018