



**Urban League of Greater Pittsburgh**  
**610 Wood Street**  
**Pittsburgh, PA 15222-2222**  
**412-227-4164**

**Job Description**

**Department:** Center for Economic Self-Reliance

**Position:** UAJP Liaison

**Supervisor:** Center for Economic Self - Reliance Director

**Hours:** Part Time

**Status:** Exempt

**Note:** *The Urban League of Greater Pittsburgh will consider qualified applicants without regard to race, ethnic origin, religion, sex, color or handicap. Continued funding for this position is contingent upon annual appropriations.*

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**Position Summary:**

The UAJP Liaison works with apprenticeship programs and other partners to increase the number of minority and women entering the construction trades and wireless industry. Successful candidates will implement logic models with an emphasis on creating new relationships and resource supports for persons desiring to obtain employment in the designated fields.

**Duties and Responsibilities:**

- Initiates and maintains linkages with area education facilities, human service agencies, medical facilities, apprenticeship programs and employers.
- Represents Urban League of Greater Pittsburgh in a cordial, professional and businesslike manner and serves as Urban League of Greater Pittsburgh representative to area associations, organizations and committees.
- Assists in the recruitment of potential clients through telephone and personal contacts, presentations and other outreach activities.
- Conducts personal interviews to establish eligibility and needs.
- Provides assessment by way of the Test of Adult Basic Education (TABE); and other assessment tools, to establish immediate objectives and long term goals.
- Formulates individual employment development plan for each program participant using information gathered through formal assessments and in depth interviews.
- Enters participants in a tailor-made program to elevate skill levels and help achieve self-sufficiency through pre-employment training, remedial skills training, and technical training.
- Coordinates placement and on the job training opportunities
- Maintains effective case management by submitting timely contracts, progress notes, updates, job orders and all other necessary paperwork.
- Conducts regular one-on-one counseling sessions with participants to review goals, address problems and ensure progress is being made.
- Conducts one-on-one career assistance providing participants with job seeking skills, personal awareness, motivation and self-esteem, goal setting, resume development, interview techniques and other activities as determined needed.
- Conducts post assessment utilizing appropriate assessment tools.
- Other duties as assigned.

**Knowledge and Skills:**

- Familiarity with TABE, GED and other standardized tests.
- Ability to maintain excellent working relationships with the program staff partners and participants.
- Concerned with the welfare and academic progress of participants.
- Must demonstrate enthusiasm, be a self-starter and a positive role model.
- Ability to instruct and maintain emotional control under stress.
- Be computer literate-word processing and spreadsheets.
- Maintain confidentiality among clients and their records.
- Ability and willingness to travel to multiple sites.
- Ability to work with minimum supervision and maintain professional level of conduct.
- Excellent organization, written, interpersonal and verbal communication skills.

**Working Conditions and Physical Requirements:**

- Ability to work flexible schedule including evening, nights and weekends.
- Ability to lift, carry and otherwise move up to 15 pounds on a regular basis.
- Ability to sit, stand, bend, kneel, reach, push, pull, or walk for various lengths of time throughout the day.
- Ability to utilize computer equipment to complete daily work responsibilities.
- Ability to operate fax/copy machines, telephone, calculator and general office equipment on a daily basis.
- Daily work in an office environment and with frequent travel to sites with exposure to weather conditions.
- Ability to travel for meetings, agency trainings and other miscellaneous work assignments within or outside of Allegheny County.

**Qualifications:**

Bachelor's Degree in Education, Social Sciences and/or an acceptable combination of related education, training and professional experience.

**Experience: One (1) years' experience in the delivery of employment and other social service program.**

**Act 33/34 and FBI clearances required.**

**Note: This should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow and perform any other related duties as assigned.**

**Posting Date: October 24, 2017**

**Closing Date: October 31, 2017**