

POSITION/TITLE	Program Counselor	CLASS	Nonexempt
GROUP	Urban Senior Workers Jobs Program (USJP)	DEPARTMENT	Center for Economic Self Reliance
REPORTS TO	Director, Center for Economic Self Reliance	DIRECT REPORTS	0
Compensation	\$40,000	GRADE	
LOCATION/BASED	Greater Pittsburgh Area	PRIMARY LOCATION	Main Office

*The **Urban League of Greater Pittsburgh's** mission is to enable African Americans and other underserved urban residents to secure economic self-reliance, parity and power, and civil rights.*

JOB DESCRIPTION

POSITION SUMMARY/OBJECTIVE

The Program Counselor works closely with the USJP Job Developer in managing the Program. Supervises up to ten (10) Program participant staff. Responsible for the recruitment, proper assessment, training, and accurate and timely documentation of programs services, and counseling of USJP participants. Facilitates the development of appropriate Individual Employment Plans (IEP's), provides employment coaching and follow-up. Serves as a liaison between the project and the host agencies to which participants are assigned,

ESSENTIAL FUNCTIONS

Host Agency and Employer Liaison

- Identifies and recruits new host agencies as participating training sites and potential employers.
- Develops an ongoing wait list of host agencies and participants to optimize performance level goals.
- Works with host agency supervisors on-enhancing participant skills.
- Monitors participants' progress at host agencies.
- Follows up with employers during unsubsidized employment.

Program Participant Support

- Recruits, interviews and conducts the initial orientation of applicants.
- Conducts internal audits, Provides training to staff.
- Facilitates participant orientation once participant eligibility is determined.
- Provides ongoing and personal employment-related counseling for participants through individual and/or group sessions.
- Identifies needed support services for participants to maximize unsubsidized employment success.
- Provides follow-up support to participants once transitioned into unsubsidized employment.
- Provides general supervision of participant staff on the participant skills assessment process related to training assignments.

Community Service Oversight

- Manages community service assignments and participant relationships to meet employment goals
- Provides ongoing assessment of participants' skills and community service assignments and makes adjustments as needed.

Recordkeeping

- Responsible for the timely completion of participant assessments, case management notes and Individual Employment Plans (IEP's).
- Enters data into the Department of Labor Database System GPMS

OTHER ESSENTIAL DUTIES

- Performs other duties as requested.

ADDITIONAL NOTES

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. **Duties, responsibilities, and activities may change at any time with or without notice.***

COMPETENCIES

- Ability to write and analyze data for reports and to function in a supervisory capacity.
- Computer proficiency including Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Ability to manage and coach employees.
- Possess relationship-building skills with external clients.
- Demonstrated ability to be creative, productive under pressure, deal with multiple activities simultaneously and meet deadlines within budget.
- Ability to work independently, setting priorities and objectives with minimal supervision and working with discretion, utilizing independent judgement and good decision-making skills.
- Ability to handle assignments quickly and efficiently, meet deadlines and handle confidential matters in a mature and responsible manner.
- Exhibits a positive professional attitude when dealing with participants, host agencies, employers, consultants, and colleagues.

EDUCATION/EXPERIENCE/REQUIREMENTS

- Bachelor's degree and experience in counseling/case management and working with economically disadvantaged workers and older adults.
- Demonstrated knowledge of the local workforce system.
- Must provide proof of full COVID 19 vaccination status or request medical or religious exemption.

- Act 33/34 and FBI clearances required.

PREFERRED QUALIFICATIONS

- Knowledge of job training and employment programs and services
- Excellent written communication skills
- Ability to communicate with people in a variety of settings
- Ability to travel

PHYSICAL REQUIREMENTS

The physical demands are representative of those that must be met by the Program Counselor to successfully perform the essential functions of this job, including ability to reach, stand and bend on occasion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REVIEWED BY	Kelly Allen	DATE	02/07/2024
APPROVED BY		DATE	
LAST UPDATED BY	Human Resources (pb)	DATE/TIME	02/09/2024, 2 pm

URBAN LEAGUE OF GREATER PITTSBURGH IS AN EQUAL OPPORTUNITY EMPLOYER