

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

POSITION: PART TIME 21st CENTURY BEFORE & AFTERSCHOOL SPECIAL SERVICES COORDINATOR

DIVISION: Youth Department, Cohort 9

PURPOSE: Identify, coordinate, monitor, track, refer and/or provide individualized services to children with special needs or at-risk behaviors to students in the program and their families; assist education staff in providing quality inclusive services to children with special needs. Develop and implement social emotional lessons and activities to enrolled program children and families.

QUALIFICATIONS:

Education: Bachelor's Degree in Education, Psychology, or a related field with experience in working with elementary or secondary at-risk students.

Skills, Abilities, and Knowledge:

- a. Problem solving ability where independent judgment may be required,
- b. Ability to maintain confidentiality,
- c. Excellent interpersonal skills,
- d. Effective oral and written communication skills,
- e. Ability to apply independent judgment,
- f. Ability to achieve goals with little supervision,
- g. Ability to motivate and advise others,
- h. Machine operation could include tape recorder, calculator, computer, and photocopier
- i. Knowledge of disciplinary strategies and techniques,
- j. Ability to deal with and adapt to frequent change,
- k. Ability to work with and delegate work to others without having supervisory authority over them,
- l. Good organizational skills, and
- m. Ability to plan activities and lessons focused on Social/Emotional Development.

REPORT TO: Youth Program Supervisor: Shelly Gilmore at 724-836-2600, or email at sgilmore@privateindustryCouncil.com

SUPERVISES: No director's reports due but you are responsible for directing the staff as set forth in the job requirements:

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

Mental Concentration: considerable concentration intermittently.

Interruptions: occur constantly.

Physical Effort: moderate physical effort (up to 30 pounds).

Confidential Information: daily use of child's mental health information, educational information, family environment and family economic information, and disability information.
Special Demands: Moderate travel.

Special Requirements: Current Act 33 and Act 34, FBI/DPW clearance documentation at hiring, valid PA driver's license, verification of car insurance coverage, and reliable transportation (validated yearly minimum).

Duties may include any or all the following: (This list is intended to be representative rather than inclusive).

1. Assist in identifying and coordinating disciplinary plans, mental health referrals and services in conjunction with the Parent or Guardian, School Districts of the 21st Century Program Staff and Youth Program Supervisor,
2. Observe children in their classroom environment,
3. Coordinate services for children and families needing or receiving Mental Health
 - i. Services or in need of a discipline plan for success in school and those students
 - ii. participating in the afterschool program,
4. Monitor Individualized Education Plan (IEP), treatment/disciplinary plans for
 - i. children providing support to instructional staff as needed.
5. Create and Implement Social Emotional activities in the Before & Afterschool Program,
6. Coordinate contacts with families to complete referral process and provide parent/guardian support,
7. Assist with planning Family Engagement Events,
8. Attend parent meetings, staff meetings, agency meetings and training seminars in relation to mental health or special needs as indicated,
9. Advocate for and assist with strategies for successful,
 - a. Observe children with special needs/behavior concerns as indicated.
 - b. Schedule and accompany parents and children on appointments as indicated.
 - c. Monitor I.E.P. and related services of children with special needs.
 - d. Attend I.E.P. conferences, staffing, and other meetings as indicated.
 - e. Report regularly to supervisor all information regarding children with special needs, mental health, or behavior concerns.
10. Assist in the filing of all mental health and disability documentation in children's main files,
11. Act as liaison and coordinate with program staff (observation schedule, referrals, training, etc.); make student referrals and request assistance as indicated,
12. Plan, schedule and carry out meetings with staff on individual children with special needs/at risk behaviors initially and throughout the program year,
13. Transport families for appointments as needed,
14. Keep supervisor informed on schedules, needs, problems, ideas, suggestions, and seek help, when necessary,
15. Perform recruiting tasks, and
16. Perform additional responsibilities as assigned or required.

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.

HOURLY WAGE: \$30.

HOURS WORKED PER WEEK: 18

PART TIME/NON-TRADITIONAL EMPLOYMENT