

Job Title: Leadership Services Specialist
Department: Planning and Evaluation – Workforce Development Programming
Reports To: Program Manager
FLSA Status: Exempt
Reviewed: 7/30/2022
Salary: \$36,484 - \$43,964 (based on experience and education) STEP3

FUNDING NOTICE: This a grant funded position that will end on or around June 30, 2026.

COVID-19 NOTICE: Proof of receipt of the COVID-19 vaccination required. Proof of immunization must include a copy of documentation indicating the vaccines received.

WORKING CONDITIONS AND SCHEDULE: This position will require frequent travel to the Middle Peninsula Regional Security Center and family support to clients living in Essex, King and Queen, King William, Matthews, Middlesex, Newport News, Hampton, and Suffolk. This position is designed as essential. He/She/They must have reliable transportation and the ability to work day, evening, and weekend assignments as needed.

SUMMARY

Pathway Home 3 is a workforce development program designed to serve the needs of Middle Peninsula Regional Security Center (MPRSC) Adults aged 18 and above. Through Pathway Home 3 participants work towards their High School Equivalency Diploma, learn job skills, become certified Apprentice level workers and serve their communities by finding gainful employment, avoid returning to prison, and becoming community leaders. Our program model integrates education, leadership development, counseling, vocational training skills, along with resources for graduates.

The purpose of the Leadership Services Specialist is to support the employability and Leadership growth of our program participant through providing Leadership readiness preparation, connecting participants with employees, and ensure the contents of the V&L Digital Career Development Portfolio has all tools needed to acquire a job with our public and private partners. This role will also encompass program scheduling, affective implementation of the daily program components to enhance the job development needs of the program. She/he/they will be responsible for enhancing the program workforce development culture, working with our team to aid in securing employee partners and college partners as referrals for participants and program Alumni. The Leadership Services Specialist reports to the Pathway Home 3 Program Manager and will assist with the planning, development, and provide oversight of the Pathway Home 3 MPRSC program with the Program Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties within the scope of this position may be assigned.

- Provide leadership and oversight integrating job readiness preparation into all aspects of the program.
- Provide technical supervision to staff inclusive of best workforce related practices including identifying a need to enhance soft skills and financial literacy for Pathway Home 3 members when applicable
- Responsible for assisting with member retention through creating and following up with program structure through disciplinary meetings, conflict resolution, and goal setting sessions as outlined by the member handbook and best inmate development practices.
- Expedite the completion and submission of all required program reports and data systems
- Establish and supervise the program policy committee and alumni council
- Facilitate student behavioral meetings utilizing disciplinary actions
- Provide oversight over several workforce development and job development initiatives

- Ensure successful performance outcomes related to job placement, retention, academic gains, and occupation skill development.
- Analyze program data and trends for evaluation and to identify new areas of opportunity.
- Work closely with the program director to identify additional training tracks for the Pathway Home 3 program and identify additional areas of growth
- Sustain partnerships with potential employers and cultivate need relationships
- Plan and organize soft skills workshops (job interviewing, resume preparation, and other skills as deemed necessary; organize Leadership exploration and motivation activities through the coordination of our team
- Coordinate PH3's comprehensive internship program following the team's Volunteer and Leadership model that will provide real life work experience with employers and job shadowing opportunities
- Coordinate Leadership and post-secondary engagement events and activities (Leadership fairs, college tours, guest speaker panels, etc.
- Work closely with the local Workforce Investment board to acquire information around high demand industries and Leadership resources
- Ensure trainees are prepared before going on job interviews and conduct follow-up assessments.
- Conduct 3-month, 6-month, 9-month, and 12-month follow-ups with Pathway Home 3 completers and graduates
- Manages intense caseload and coordinates internal and external services for assigned families. Assist clients in achieving self-sufficiency; assess needs of households and determines appropriate supportive services; meets with clients regularly, assigns clients to activities aligned with individual and household development plans.
- Establishes and monitors individual and household development plan goals through information and assessment of client background.
- Evaluates employability status of clients and explores potential Workforce Development Programs.
- Processes intake applications for necessary community resources and diversion.
- Refers clients to local social service offices as the result of overall assessment of situation as needed.
- Coordinates and participates in out of office visits with family members and other professionals.
- Prepares referrals for families requiring assistance; collaborates with Service Provider Network and other agencies or professionals as needed.
- Maintains current listing community resources.
- Prepares and maintains confidential case records and files; documents all interactions with clients by entering data into EmpowOR Client Management System.
- Maintains confidentiality of department issues and documentation.
- Operates a motor vehicle to conduct work activities.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

SKILLS REQUIRED include the following. Other skills within the scope of this position may be assigned.

- Strong commitment to leadership and empowerment; and ability to work sensitively and effectively with young people.
- Excellent interpersonal skills and demonstrated experience in creating collaborative relationships or coalitions with community organizations and/or public agencies.
- High energy and motivation to help young people succeed
- Strong problem solving and creative thinking skills.
- Excellent oral and verbal communication skills.
- Helps establish performance measures and monitors outputs and outcomes.

SUPERVISORY RESPONSIBILITIES

As assigned by supervisor.

SAFETY RESPONSIBILITIES

In addition to complying with the guidelines for all associates:

Comply with all Federal, State and Local regulatory standards and procedures.

Ensure that all associates are trained in HRCAP's Safety Policies, Rules and Regulations; trained for the jobs they will be performing; trained for the equipment they will be using; and understand the potential safety hazards in their work area.

Ensure that applicable personal protective equipment is available, in proper operating condition, and used for each job performed.

INFORMATION PRIVACY AND SECURITY

This employee may have access to Confidential Information (CI) and is required to be familiar with the HRCAP's Privacy policy related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in education, counseling, social work, or closely related field or similar combination of education and experience in related field. **Master's degree preferred.**
- Familiarity with the Middle Peninsula and Hampton Roads regions.
- Experience with program eligibility evaluation.
- Job development and placement experience.
- Three (3) years of experience working with high-risk young adults. **Previous incarceration experience preferred.**
- Expertise in MS Office-Excel, PowerPoint, and Word
- Must possess and maintain a valid Virginia driver's license
- Criminal record check and driving record check required for employment
- Adept at networking, building relationships, and community engagement
- Ability to work across the organization to deliver solutions that meet internal and external objectives

CERTIFICATES, LICENSES, REGISTRATIONS

Current state driver's license, proof of current auto insurance coverage, satisfactory driving record and reliable transportation required.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



SEDENTARY

Lifting up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and files. Walking and standing are required only occasionally

WORK ENVIRONMENT

- Must be comfortable working inside of a correctional facility
- Must be comfortable conducting home visits
- Must be comfortable working with returning citizens and their families

**LIMITED**

General office environment infrequently exposed to extreme atmospheric conditions
(temperature, noise, fumes, dust, etc.)

RECEIPT OF JOB DESCRIPTION

I have received, reviewed, and understood the PH3 Coach/Case Manager job description. I further understand that I am responsible for satisfactorily performing the essential duties described in the job description. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without accommodation. I understand that if I will need accommodation for this position, I will inform Human Resources and management of my accommodation needs.

Employee Name _____ Date _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Evaluation check-in periods: 90-day probation, December 2023, March 2023, June 2023, September 2023. (No guarantee of any additional financial compensation just an opportunity to discuss job performance)