PHILADELPHIA ANTI-DRUG/ANTI-VIOLENCE NETWORK (PAAN)

POSITION: CAREER & EMPLOYMENT SPECIALIST

JOB DESCRIPTION

POSITION SUMMARY

The Anti-Violence programs at PAAN represent a continuum of care that includes mentoring, advocacy, mediation, job readiness programming, job training, employment assistance, parenting and facilitating enrolment in treatment. We currently operate three primary programs:

Youth Violence Reduction Partnership (YVRP) is designed to provide intensive monitoring and support for youth on probation in designated police districts. We mentor and advocate for these young people who are at-risk of being victims or perpetrators of violence. They are typically 14 to 24 years old, male, drug involved, have been incarcerated for a drug offense or gun charge and are likely to have siblings in the juvenile or criminal justice system.

Community Crisis Intervention Program (CCIP) emphasizes intervening on behalf of the community and has no age parameters. This concept is based on the work of PAAN's predecessor, the Philadelphia’s Crisis Intervention Network. This nationally-recognized agency, founded in the mid-1970s by James Mills and Bennie Swans, effectively addressed gang violence, drug abuse and drug trafficking and was credited with dramatically decreasing gang-related deaths in Philadelphia for over a decade. CCIP aims to replicate Crisis Intervention Network's approach to combat today's community violence. CCIP combats violence by intervening where the violence is most prevalent. We use credible messengers who are products of Philadelphia's most violent neighborhoods as outreach workers to foster meaningful relationships with would be perpetrators as well as law abiding residents. CCIP works to provide those involved in criminal activities with positive alternatives.

The Career & Employment Specialist is responsible for working with clients to advance their careers and connect to quality jobs, training or education. This individual will develop strong relationships within at-risk communities; including community based organizations, training and educational providers. They will provide high quality career counseling, training, and job placement assistance to designated participants with the goal of assisting them to achieve long term, economic sustainability. The C&E specialist initiates and sustains collaborative working relationships with a variety of businesses in the greater Philadelphia area. This individual must have experience working with people from diverse backgrounds.

DIRECT REPORT:

This position will report to PAAN’s Director of Anti-Violence.

PRIMARY RESPONSIBILITIES:
Advise, oversee, manage the planning, and implementation of the Job Readiness and paid intern Placement program
Assist program participants in employment goal setting, career planning and educational services leading to job placement, skills upgrades and career advancement
Manages, advises, monitors, and oversees program recruitment process including application processes to ensure qualified youth are matched by their interests and capabilities to services.

- Schedule mock Interviews with clients and provide feedback
- Actively develops new and maintain existing employer relationships
- Cultivate opportunities and facilitate placement of youth in paid programs as they relate to vocational, and employment opportunities matching student interests.
- Provide post-placement services including follow-up with job-seeker and employer
- Develop, establish, and track client database (enrollments, placements, retention, etc.)
- Develop, manage, organize, and facilitate Job/Career Fairs and other recruiting activities (on a quarterly basis).
- Serve as liaison for PAAN and the City’s department workforce development and other reentry service organizations
- Develop and manage a youth data base which includes youth who are actively employed, have resumes, have identification, are enrolled in career training, and/or other areas related to improving their quality of life.
- Work as part of a management team, sharing job leads and collaborating on workshops, classes, group interviews and any other tasks as needed

**EDUCATION AND QUALIFICATIONS:**
- A Bachelor’s degree in human services, business administration, social work, education, or other related fields required.
- Minimum of 2-4 years’ experience in job placement, career coaching, workforce development, reentry services or social work.
- Must possess excellent leadership, problem solving and analytical thinking skills;
- Must have strong interpersonal and teamwork skills, and can work independently with minimum supervision;
- Must possess excellent networking/relationship building skills
- Must be detail-oriented, and possess excellent writing, speaking, facilitation, coaching and computer skills;
- Must obtain a Criminal Background, Childline, and FBI Clearances;
- Must be proficient in Microsoft Office products (Excel, Word, etc.) and database experience.
- Bilingual Spanish/English strongly preferred

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