

Program Assistant

Overview and Job Description:

The South Pittsburgh Coalition for Peace (**SPCP**) and Allegheny County Department of Human Services (**DHS**) has selected Divine Intervention Ministries (DIM) as the implementing agency for the South Pittsburgh's **Achieving Change through Transitional Employment Services (ACTES)** program an initiative adapted from **Heartland Alliance's READI-Chicago** model.

The **South Pittsburgh-ACTES** program is a paid, transitional jobs program that identifies individuals at high risk of involvement with violence and provides them with training, skill development and cognitive behavioral interventions to support their success in the workplace.

The program focuses on young adults between the ages of 18 to 34, residing in South Hilltop, Mount Oliver Borough, and Pittsburgh's Allentown, Beltzhoover, Knoxville and Carrick neighborhoods.

Role Summary

South Pittsburgh-ACTES is seeking a mission-driven, motivated individual to support planning, coordination, and implementation activities in support of a comprehensive new community violence intervention program. Reporting to the Program Director, the Program Assistant performs a broad range of administrative tasks and will assist the program in every aspect of program operations. When needed, this position will be counted on to interface with and deliver services directly to participants.

Essential Duties and Responsibilities

- Participate in professional development trainings including, but not limited to, trainings focused on principles of trauma-informed care, cognitive-behavioral therapy, motivational interviewing, conflict de-escalation, harm reduction, and other relevant concepts, and apply that knowledge on a daily basis.
- Attend regular staff meetings, partner meetings, one on one supervision meetings, and community meetings.
- Successfully complete training in designated cognitive behavioral curriculum, and be prepared to deliver cognitive behavioral sessions to participants as a substitute facilitator.
- Provide operational support for group sessions, including preparing materials, arranging the space, documenting participation, etc.
- Provide supplemental staff coverage to transitional work crews when needed
- Complete and submit timely and accurate incident reports and all necessary paperwork, data entry, and reporting within 24 hours.
- Participate in service coordination meetings and assist with the planning and execution of support services as needed
- Develop and maintains forms, databases and tools for project management and communication
- Manage orientation process for new participants, and provide an accurate overview of what participants can expect from the program, including hours, wages, services, activities, and advancement pathways
- Assist with preparing and gathering documentation from transitional employees
- Help to maintain transitional employee records
- Assist with documenting and tracking transitional employee hours
- Help to manage disbursements of emergency assistance funds, stipends, and per diems
- Establish schedules and methods for assigned programs
- Facilitate procurement and purchasing

- Reconcile financial items and prepare and monitor expense reports, credit card details, and contract billings
- Update protocol and procedure manuals and standard operating procedures to remain current, relevant, and in compliance.
- Recommend operational and policy improvements and modifications
- Plan and coordinate logistics of community engagement events
- Perform non-specialized tasks as needed including but not limited to performing specialized grant management and data processing tasks

Qualifications

- A combined five years of education and work experience in a relevant field is required. Relevant fields include but are not limited to social services, operations, accounting, and project management.
- Bachelor's or Associate's degree in a relevant field of study such as social work or psychology preferred.
- Experience working with formerly incarcerated individuals, opportunity youth, or similarly at-risk populations required.
- Excellent written and verbal communications skills; excellent organizational skills.
- Computer literacy commensurate with job duties.
- Individuals with criminal records and other lived experience are encouraged to apply.
- No current group or gang affiliations; no pending criminal cases.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position may require travel to sites across the region, including program sites, transitional jobs placement sites, unsubsidized employer partners, and other stakeholders
- While performing the duties of this job, the employee is regularly required to speak and hear.
- The employee is required to use hands to key, handle, or feel and reach with hands and arms.
- The employee is regularly required to sit, stand, and walk.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.

Salary & Benefits:

- The salary is \$40,000/annually.
- In addition to your base salary, you will receive a benefits allowance equivalent to 30% of your gross salary.

Candidates interested in this position should send resume to:

Jim Reid - Program Director - jreid@dimpgh.org