

Site-Staff Supervisor Position

Program Overview

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.

Position Description

The **Site Supervisor** oversees the day-to-day program operations, data management and compliance of the Allegheny County Community Violence Reduction Initiative transitional employment program and service delivery program. This program is adapted from the READI Chicago model and developed in partnership with Heartland Alliance.

This role manages and executes the high-level operations of the program and assigns/reviews staff members' work to ensure group objectives are met. The Site Staff Supervisor collects and maintains program data and data systems to assist with the evaluation of the effectiveness of the program.

The Site Staff Supervisor reports to the Program Manager and supervises the Coach, Work Crew Supervisor, and Outreach Workers.

Duties

- Participate in all mandatory trainings and professional development as required to ensure effective work to learn the 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 and lead portions of regular staff meetings, partner meetings, one on one supervision meetings, and community meetings.
- Manage, oversee, and provide accountability over the activities of the Coach, Outreach Workers, and Work Crew Supervisors.
- Review Work Crew Supervisor paperwork, daily feedback entries, and other reporting, and ensure reports are submitted on time.
- Along with Work Crew Supervisor, ensure participants do not exceed weekly maximum wage hours (maximum 20 hours per week of wage work, plus per diem).
- Remain in proactive communication with the Work Crew Supervisor to stay abreast of site location and work status.
- Regularly visit work crew sites to ensure safety protocols, work expectations, and all policies and procedures are being followed.
- Communicate and coordinate with staff to ensure data requirements and other needs are met.
- Monitor staff activities including the entering of detailed, timely, and accurate case notes/program information into appropriate data management systems.
- Routinely and clearly communicate relevant information to team members.
- Ensure direct reports are aware of and abide by program model, policies, and procedures.
- Complete and submit timely and accurate incident reports.

- Manage all necessary paperwork and reporting associated with orientation, case management activities, employer contacts, participant advancement, retention follow-up, and other programming activities
- Coordinate with outreach provider(s) to manage the handoff of referrals, facilitate interagency communication, and activate reengagement activities for transitional workers who quit, disappear, get fired, or otherwise separate from programming.
- Manage compensation for all staff, ensuring that timecards are correct, with special attention towards managing the stipend/incentive functions for CBI/PD participation.
- Manage orientation process for new participants.
 - Provide an accurate overview of what participants can expect from the program including hours, wages, services, activities, and advancement pathways.
 - Accurately communicate expectations for participants, including policies and procedures.
 - Ensure that all necessary paperwork is completed for participants to begin transitional employment.
 - Coordinate an introduction to the cognitive-behavioral curricula with the Clinician or Clinical Support position and prepare participants to engage in CBT work.
 - Deliver an introduction to Personal Development rationale and activities and prepare participants to engage in Personal Development work.
 - Review and assess transitional worker performance and determine whether participants have met the criteria for advancement within the program.
 - Build and maintain participant interest and enthusiasm for the program.

Qualifications

- Bachelor's degree in social work, or related field, required.
- Two to four years' relevant managerial experience, i.e., overseeing staff and performance improvement, case management and counseling services in a social service setting, preferably with formerly incarcerated individuals, opportunity youth, or similarly at-risk populations.
- Computer literacy commensurate with job duties.
- Excellent written and verbal communications; excellent organizational and time management skills.
- Knowledge of workforce development and employment services for chronically unemployed individuals or individuals experiencing poverty preferred.
- Familiarity and understanding of cognitive-behavioral therapy, motivational interviewing, and trauma-informed care and restorative justice practices preferred.
- Knowledge of local community preferred, including ecosystem of violence prevention, intervention, and reduction organizations and actors, as well as local supports and service providers preferred.
- Commitment to the mission and values of the program, as demonstrated by a professional approach that is strength-based, trauma-informed, inclusive, and grounded in human rights.
- Individuals with criminal records and other lived experience are encouraged to apply.
- No current group or gang affiliations; no pending criminal cases.

Salary & Benefits:

- The salary is \$45,000/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