

Work Crew 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 Work Crew Supervisor is responsible for overseeing and supporting transitional workers according to the standards established by the Allegheny County Community Violence Reduction Initiative transitional employment and service delivery program. This program is adapted from the READI Chicago model and developed in partnership with Heartland Alliance.

The Work Crew Supervisor is responsible for supervising and supporting transitional workers, managing day-to-day crew site logistics and operations, and adhering to the program model philosophies and approaches, manuals, and protocols. This position will be energetic, flexible, collaborative, and proactive—team leaders who positively and productively support transitional workers through a trauma-informed, restorative justice lens.

The Work Crew Supervisor directly reports to the Site Staff Supervisor and supervises the Transitional Workers.

Duties

- Work closely with the model developer network to provide seamless support to workers and staff.
- In conjunction with program staff, develop and maintain referral relationships for a range of support services; connect participants to appropriate services as needed.
- Attend regular staff meetings, partner meetings, one on one supervision meetings, and community meetings.
- 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.
- Regulate safety of work crew and equipment, tools, and vehicles:
 - Drive Transitional Workers to and from sites.
 - Oversee the management of work crew vehicles and equipment, including performing inventory, maintenance, and proper storage, keeping maintenance and mileage records, and reporting loss or damage.
 - Ensure work vehicles are fully equipped with the necessary safety equipment such as cones, door signage, safety goggles, gloves, safety kits, etc.
 - Ensure worker safety by following safety protocols, monitoring worksites for hazardous conditions and monitoring workers for appropriate use of tools and materials.

- Oversee the management for worksite safety including ensuring safe use of tools and equipment, mitigating worksite risks to Transitional Workers, and enforcing safety related worksite policies
- Manage Work Crew and site logistics and operations:
 - Ensure hotspot mapping and site selection is completed per protocol.
 - Create and execute daily schedule for work crew locations and tasks
 - Assign transitional workers to work crews daily in order to ensure worksite coverage and participant safety.
 - Monitor transitional worker hours in order to avoid overages.
 - Complete and submit timely and accurate incident reports.
 - Review paperwork, daily feedback entries, and other reporting, and ensure reports are submitted on time to Site Supervisor.
 - Approve TJ employee timesheets, ensuring accuracy, timely sign off, and submission to Payroll.
 - Represent the program to external stakeholders; act as primary liaison with worksite personnel and intervene when necessary, as situations arise at worksites; provide excellent customer service to worksite partners.
- Supervise and support Transitional Workers:
 - Supervise and support a crew of Transitional Workers in the performance of a variety of tasks, primarily outdoor work such as landscaping, clearing vacant lots, parks, community gardens, cleaning sidewalks and alleyways.
 - Maintain regular contact with Site Staff Supervisor, ensuring the Site Staff Supervisor is aware of work crew site locations at all times.
 - Work with Site Staff Supervisor to ensure that there are sufficient tasks for a full work day for participants.
 - Utilize trauma informed approaches and practices to support Transitional Workers; establish constructive relationships with work crew as a positive role model; facilitate conversations that are work crew driven and utilize restorative practices in all interactions with work crew.
 - Model safe and positive workplace behavior and work readiness skills (teamwork, conflict resolution, positive attitude, timeliness, etc.).
 - Ensure transitional workers are actively performing work during non-break times. If work is completed at a site, and no other site will be accessed, ensure transitional workers return to TJ program location and clock out.
 - Set individual goals, specific tasks, and roles to individual workers that will enhance their skills and work experience; provide workplace experience for participants that will promote stage advancement.
 - Be familiar with and possess a complete understanding of the Transitional Workers' job descriptions in order to monitor performance; evaluate work crew performance and quality of work; conduct performance reviews for Transitional Workers.
 - Provide transitional workers with coaching and guidance on successful work behaviors, and deliver constructive corrective actions when necessary.
 - Complete Daily Feedback tool accurately and timely, and provide feedback to transitional workers.
 - Coach Transitional Workers on their role by providing constructive supervision that facilitate skill development and skill retention; provide support for managing challenges; guide performance improvement.

- Ensure Transitional Workers take part in all mandatory trainings and professional development; discuss application of learning during supervision.

Qualifications

- Bachelor's degree and one to two years of 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 required.
- Proficiency in building, landscaping, maintenance and/or related trades required; business and project management preferred.
- Motivated, energetic, and skilled at relationship building and team building
- Excellent written and verbal communications skills; excellent organizational and time management skills.
- Computer literacy commensurate with job duties.
- Knowledge of workforce development and employment services for chronically unemployed individuals or individuals experiencing poverty 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.
- Familiarity and understanding of cognitive-behavioral therapy, motivational interviewing, and trauma-informed care and restorative justice practices preferred.
- Individuals with criminal records and other lived experience are encouraged to apply.
- No current gang affiliations; no pending criminal cases.
- Willingness to be trained in cognitive-behavioral therapy, motivational interviewing, and trauma informed care and applying those principles in daily work.
- A valid driver's license is required. Must have a clean driving record (including but not limited to no convictions related to reckless driving, DUI, and no license suspensions/revocations in the past three years) as determined via a Motor Vehicle Report (MVR) obtained by the organization. A MVR may be obtained annually.
- Commitment to the mission and values of READI, as demonstrated by a professional approach that is strength-based, trauma-informed, inclusive, and grounded in human rights.
- No current group or gang affiliations; no pending criminal cases.
- Individuals with criminal records and other lived experience are encouraged to apply.

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@dimpqh.org