



201 N. Braddock Avenue • Pittsburgh, PA 15208  
Phone: 412 727 6936 • E-Mail: [info@landforcepgh.org](mailto:info@landforcepgh.org)

## **Work Readiness Manager**

**Reports to:** Director of Workforce Development

**Position Status:** Full-Time, Non-Exempt, Permanent

**Location:** In-person at our office at 201 N. Braddock Ave, #230 Pittsburgh, PA 15208

**Salary:** \$50,000

### **BENEFITS**

- Medical Insurance (Currently paid 100% by Landforce)
- Dental Insurance (Currently paid 100% by Landforce)
- Vision Insurance (Currently paid 100% by Landforce)
- 12 paid company holidays plus the office is closed for a paid Winter Holiday between Christmas Eve and New Year's Day
- 19 days paid time off (with increases at 2 & 5 years)
- Quarterly self care days off
- Retirement plan with 3% match plus incentive up to 4%
- Clothing stipend
- Self-care stipend
- Parental Leave

### **ABOUT LANDFORCE**

Landforce is committed to building a just world, where everyone belongs, lives in a healthy environment, and surpasses their greatest dreams.

We nourish a culture of self-empowerment for people aspiring towards meaningful and stable employment, as we protect and improve the environment.

At Landforce, we combine workforce development and environmental stewardship to help restore and maintain land and green space and help individuals get back to work. By providing professionally skilled crews who can assist in environmental management we are able to construct, maintain and rehabilitate trails, vacant lots, green stormwater infrastructure, and natural habitats. At the same time, we support our Crew Members' passion to become strong employees for Landforce and future employers through training, career coaching, and other supports. This meaningful short term employment builds skills and confidence for individuals that have historically been excluded from the workforce.



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Over the last eight years we have hired 147 people and contributed 61,156 hours of environmental stewardship to our region. Our crew members have participated in 23,533 hours of training and 2,334 hours of case management. In a typical year, 83% of crew members complete their training with us, 71% of those who successfully enter the work phase complete their tenure with us, and 73% of our finishers go on to other employment within 2 weeks of completing our season. In 2023, 93% of our finishers showed an increase in job readiness during their tenure with us. In our most recent data (2020), 100% of respondents are still working 12 months after leaving Landforce. The average wage for our most recent cohort is \$19.42/hour.

We understand that creating a just and equitable world begins with intentionally establishing an organizational culture that respects people in our fullest diversity. We believe that everyone brings pre-existing skills and experience to the table, that we all can learn from each other, and that if we fully embody these beliefs, we can lead the way to create a brighter tomorrow for people and the planet.

## **EQUAL OPPORTUNITY EMPLOYER**

Landforce is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability, sex, gender identity, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws.

## **POSITION DESCRIPTION**

Landforce is growing and is excited about the opportunities this creates for the team and our work and future. In 2024 we will nearly double the number of Crew Members who join Landforce, and have identified a second Work Readiness Manager as an essential component of our success. The Landforce Work Readiness Manager will work closely with Landforce Crew Members to assess their current career skills, interests, and aptitudes. They will assist Crew Members to set career path goals, including future training or employment. In addition, the Work Readiness Manager will work with Crew Members to identify employment barriers, including unmet mental health needs, connecting individuals to available social/supportive services, and ensuring they reach significant career development milestones on their way to achieving their goals. The WRM will work closely with the Director of Workforce Development and our current WRM, and may be called upon to assist in training sessions and building employer, recruitment, and social service partnerships. The WRM will help build a culture focused on healing-centered engagement.



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We are seeking an energetic, collaborative, people-person that brings deep knowledge of community resources and counseling/casework practices with high-risk populations, including mental health treatment and the impact of trauma. We encourage people with a demonstrated passion for justice and equity to apply, and are interested in learning about your experience using asset-based communication and a focus on turning trauma-informed-care into healing-centered engagement. We look forward to welcoming a new member of our team who is eager to share their skills, who cares deeply about our dual mission, and is willing to learn alongside us as we continue to work together to build a just world for people and the planet.

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

1. Provide holistic and comprehensive case management services to all Landforce Crew Members including: identification of strengths and needs; short-, mid- and long-term goal setting; progress monitoring; resume writing; interview preparation; case advocacy; and referrals for supportive services or resources as appropriate.
2. Become the Landforce resource on healing-centered engagement, including supporting the mental health needs of crew members and providing Landforce staff with tools to help crew members address trauma they may have experienced in life.
3. Build working knowledge about and strong relationships with existing social service agencies in order to ensure smooth and effective referrals between Landforce Crew Members and available community resources.
4. Play an active role in recruiting, assisting in the process of interviewing and hiring potential Crew Members.
5. Meet with Crew Members weekly in person throughout their employment to ensure each is making progress toward identified career pathway goals, employment barrier mitigation, and meeting expectations agreed upon during meetings.
6. Facilitate evaluations with both the Land Stewardship and Workforce Development teams throughout the season so Crew Members receive regular feedback on their work performance, work preparedness, and commitment to professional development goals.
7. Coordinate with others involved in the support of an individual such as probation/parole officers, case managers from other organizations, judges, etc.
8. Serve as a role model for others, including assuming responsibility for creating a warm, healing environment that facilitates personal growth while setting high expectations.
9. Work closely with the Director of Workforce Development, other Work Readiness Manager(s), and Director of Strategic Partnerships to guide and provide connections to long-term career opportunities with family-sustaining wages for current and former Crew Members whether or not they have successfully completed their Landforce experience.
10. Assist the Director of Workforce Development with group trainings on workforce readiness and other programming as necessary.
11. Provide support as needed to Site Supervisors to address any on-the-job issues or concerns as requested by Site Supervisors or Program Directors.



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12. Occasionally work alongside the Land Stewardship team by participating in hands-on work activities, volunteer events, etc., to foster and strengthen relationships with Crew Members.
13. Meet weekly with the Director of Workforce Development with detailed updates about Crew Members to problem solve and strategize approaches for specific cases.
14. Provide all required documentation in a timely manner, which may include: client case follow-up records, Salesforce documentation, Commonwealth Workforce Development system case notes, and outcome evaluations, Crew Member progress reports, and others that may be determined.
15. Participate in weekly team meetings along with Crew Members, Site Supervisors, Division Heads, and Executive Director and in (permanent staff) staff meetings to discuss and address Crew Member progress and other programmatic issues.
16. Provide check-ins (1, 2, 3, 6, 12, and 18 months) with former CM's to provide additional support and services as necessary. Maintain all data from these checkouts in our systems.
17. Assist with the Crew Members' transition to the alumni network
18. Adhere to organization policy, procedures, and the professional code of ethics.
19. Perform other assigned duties as required for the success of the organization.

## **QUALIFICATIONS AND EXPERIENCE**

Minimum 5 to 7 years of experience working in workforce development and/or case management **OR** Bachelor's degree in Social Work or related field plus 2 to 3 years of experience working in workforce development and/or case management **OR** Master's degree in Social Work or related field experience preferred with Master's level internship and/or 1 year of related work experience

### **Experience:**

1. Knowledge of community resources and counseling/casework practices with high-risk populations
2. Deep knowledge and experience with mental health, the impact of trauma, connecting to mental health resources, and healing-centered engagement
3. Experience working with people in crisis
4. A demonstrated passion for justice and equity and the people of the Pittsburgh region
5. Good documentation skills
6. Excellent written and verbal communication skills
7. Ability to establish trust and rapport as a way of motivating others to achieve their goals
8. Ability to work independently with a strong sense of focus, task-oriented, non-judgmental, patient, and open personal qualities, and a clear sense of boundaries
9. A strong sense of and respect for confidentiality as informed by professional ethics
10. Ability to work in a variety of settings with culturally diverse peoples and communities and with cultural sensitivity and competence
11. Willingness and ability to be both a leader and a team member
12. Excellent record-keeping skills

## **SPECIAL REQUIREMENTS**



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This position will travel to worksites primarily in and around the City of Pittsburgh, but also throughout Allegheny County. The majority of one-on-one meetings with our crew members happen at worksites, so the incumbent should expect that case management will be atypical in that they will be meeting crew members where they work -- in the woods, on vacant lots, at construction sites, at urban farms, etc. This may require some level of fitness because it will require carrying two camp chairs, a laptop and a hot spot to the worksite (which is often down a trail.)

The person will also have close contact with a computer screen. Weekend and evening hours may be required to attend board meetings, community forums, special events, and to meet specific deadlines. However, Landforce does its best to limit its engagements outside of business hours.

The following paragraph is included to demonstrate the level of physical work for team members who occasionally (or usually) work alongside the crew. We encourage all of our staff who are able, to spend a few days working alongside our crew members in order to build rapport and understand what their work entails. If you meet the above qualifications, but not the following physical requirements, we still encourage you to apply.

*The employee should be able to: navigate uneven, rough and steep terrain as well as paved and unpaved trails, use hands and arms to handle and manipulate or control objects or tools, and operate foot controls on equipment. The employee is required to stand and occasionally sit, climb, balance, stoop, kneel, crouch, and crawl. This position requires an ability to navigate stairs. The employee may carry items weighing up to 50 pounds. The employee may be exposed to a variety of environmental conditions including extreme cold, extreme heat, and humidity, as well as wet and slippery conditions. While outside, the employee may be exposed to direct sunlight, dust, pollen, insects, and equipment exhaust fumes.*

## **TO APPLY**

All interested persons can apply by sending a cover letter and resume to Jasimine Cooper, Director of Workforce Development at [hiring@landforcepgh.org](mailto:hiring@landforcepgh.org). Please write "Work Readiness Manager" in the email subject line. This position will remain open until filled.