



201 N. Braddock Avenue • Pittsburgh, PA 15208
Phone: 412 727 6936 • E-Mail: 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: \$53,000

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.

Landforce is an employment social enterprise nonprofit, combining workforce development and environmental stewardship. We train and hire individuals for transitional jobs in environmental stewardship, arboriculture, and (soon) in our responsible wood production saw mill. 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.

We train and hire people who are often excluded from family sustaining jobs -- people returning from incarceration, who may have substance use disorders, or mental health histories, but really the common thread is that they are trapped in cycles of generational poverty. Two months of intensive training in soft and hard skills is followed by 6 to 8 months of employment on our land stewardship crews that work to restore the region's environment through tree planting and care, invasive plant removal, habitat restoration, vacant lot improvements, trail construction and maintenance, green stormwater infrastructure maintenance, etc. While working with us, each person meets regularly with a career coach (this position) who helps them identify and address individual barriers and supports their transition to unsupported employment.

Together this provides a holistic approach to workforce development, enables people to follow a path to success, and creates community benefits for communities that need it most. Over the last ten years we have:

- Welcomed 220 people into the program
- Provided 35,000 Hours of Training and 3,000 Hours of Career Coaching
- We've contributed more than 90,000 Hours of Stewardship, completed 310 projects, worked in 83 neighborhood/municipalities
- 85% of finishers enter other employment within 2 weeks of leaving Landforce
- 87% are still employed 12 months later
- The recidivism rate for our participants is less than 5%

We understand that creating a just and equitable world begins with intentionally establishing an organizational culture that respects all people. 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 values equal opportunity as a cornerstone to our success as an organization. We acknowledge the differences and similarities that all employees bring to our team. We are committed to creating an atmosphere that fully utilizes the unique capabilities of each employee, and where all employees are treated with dignity and respect. Landforce is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, 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

The Landforce Work Readiness Manager will work closely with Landforce Crew Members to assess current career skills, interests, and aptitudes, and assist them in setting career path goals, including training or employment. In addition, the Work Readiness Manager will work with Crew Members to identify employment barriers and connect them to social/supportive services available to ensure

they can accomplish significant career development milestones towards their goals. Additionally, the WRM may be called upon to assist in trainings and building employer, recruitment, and social service partnerships.

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 and cover letter writing; interview preparation; case advocacy; and referrals for supportive services or resources as appropriate.
2. 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.
3. Play an active role in recruiting, assisting, scheduling, and interviewing potential Crew Members.
4. 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.
5. Contribute to regular evaluations of Crew Members' work performance and commitment to goals.
6. Coordinate with others involved in the support of an individual such as: probation/parole officers, case managers from other organizations, judges, etc.
7. Work closely with the Director of Workforce Development 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.
8. Follow up with partner agencies on the success of referred CMs and with employers about the progress of former CMs.
9. Provide check-ins (1, 2, 3, 6, 12 and 18 months) with former CMs to provide statistical updates needed for Salesforce and assist where needed within the scope of the services that Landforce offers. Be able to address barriers and provide referrals that enable them to obtain, retain, and advance in full-time, family-sustaining employment.
10. Assist Director of Workforce Development with group trainings on workforce readiness and other programming as necessary.
11. Provide support as needed to Site Supervisors or to address any on-the-job issues or concerns as requested by Site Supervisors or Division Heads.
12. Serve as a role model for others, including assuming responsibility for creating a warm environment that facilitates personal growth while setting high expectations.
13. Occasionally work alongside Landforce in land stewardship activities in order to foster and

- strengthen relationships with Crew Members.
14. Meet weekly with the Director of Workforce Development with detailed updates about Crew Members to problem solve and strategize approaches for specific cases.
 15. Provide all required documentation in a timely manner, which may include: client case follow-up records, Salesforce documentation, outcome evaluations, Crew Member progress reports, and others that may be determined.
 16. Participate in bi-weekly:
 - a. team meetings along with Crew Members and full-time staff,
 - b. progress meetings along with the Land Stewardship staff to discuss and address Crew Member progress, and
 - c. staff meetings to discuss other programmatic issues and updates.
 17. Adhere to organization policy, procedures and the professional code of ethics.
 18. Perform other assigned related 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. Experience working with people in crisis
3. A demonstrated passion for justice and equity in the Pittsburgh region
4. Good documentation skills
5. Excellent written and verbal communication skills
6. Ability to establish trust and rapport as a way of motivating others to achieve their goals
7. Ability to work independently with a strong sense of focus, task-oriented, non-judgmental and open personal qualities, and a clear sense of boundaries
8. A strong sense of and respect for confidentiality as informed by professional ethics
9. Ability to work in a variety of settings with culturally-diverse peoples and communities and with cultural sensitivity and competence
10. Willingness and ability to be both a leader and a team member
11. Excellent record-keeping skills
12. Proficient in Google Workspace and familiar with tracking tools (e.g., Salesforce, CWDS, or similar platforms)

SPECIAL REQUIREMENTS

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. Please write "Work Readiness Manager" in the email subject line. This position will remain open until filled.