



# ***Pittsylvania County Community Action, Inc.***

## ***Job Announcement***

**Job Title:** Outreach Specialist  
**Department:** South West Cares  
**Supervisor:** SCAP Coordinator

**FLSA Status:** Non Exempt  
**Location:** Chatham, Virginia  
**Salary:** \$27,000 to \$28,105

**Position Summary:** The incumbent of this position is responsible for assisting with or conducting on-site productive citizenship training to individuals incarcerated in the Virginia State Department of Corrections when required.

**Education Requirements:** Bachelor's Degree preferred; Associate's degree or equivalent from two-year College or technical school, or minimum 2 years related experience and/or training; or equivalent combination of education and experience.

### **Essential Duties and Responsibilities**

Work in collaboration with Department of Corrections and other government/community offender services;	Assist ex-offenders in seeking financial assistance (rent deposit, utility bill, clothing, tools, etc.)
Develop working relationship with community agencies;	Assist participant individually or in groups to develop knowledge, skills, and attitude necessary for employment;
Conduct intake and needs assessments on program participants to provide clients with services;	Work closely with employers in establishing job requirements, and follow-up services;
Develop suitable job opportunities for client placement based on client skills, background and levels of education;	Disseminate information to prisoners on community organization, Recruit community volunteers to participate in workshops;
Counsel participants on family relationships;	Conduct substance abuse classes
Assist participants with housing, transportation, education and employment needs.	Assist participants with obtaining appropriate identification document (Birth Certificate, driver's license, etc.);
Maintain participant files; input required report information into PCCA's data system;	Participate in trainings

**Additional Requirements:** Criminal Background Check, Drug Screen, Valid Driver's License and must have own transportation.

### **Application Process:**

Submit an agency application, 3 current letters of reference, resume and proof of education credentials to the following:

**Pittsylvania County Community Action Inc. Attn: Victoria Minton, Human Resources Dept. P.O. Box 1119 Chatham VA 24531 or via Email: [vminton@pccainc.org](mailto:vminton@pccainc.org)**