
Employment Counselor
2020-ET-014

Provides orientation, assessment, and job search/planning services to program participants toward goal of employment.

Duties and Responsibilities:
- Maintain participant files and submit reporting forms and data as required
- Complete participant assessments
- Evaluate data to determine participant eligibility/priority
- Develop strategies to meet the educational and employment goals of participants
- Provide opportunities for group learning and support activities/projects
- Assist participants in development of an employability and/or personal education plan
- Assist participants with job search activities, job attitudes, interviewing skills, and resume writing
- Determine support service needs of participants
- Complete documentation and paperwork accurately and in a timely manner
- Record, organize, and manage participant and agency data consistent with program guidelines
- Develop and maintain a network of employment contacts and resources
- Attend meetings, trainings, and conferences related to employment programs
- Work across multiple programs, maintaining a caseload of 50-60 participants
- Adhere to specific program policies and guidelines
- Make referrals to other community agencies

Qualifications:
- Bachelor’s degree in vocational counseling, social work, or psychology preferred or a combination of education and experience
- Experience with Public Assistance, employment programs, and job search planning

Needed Attributes:
- Positive self-starter with strong organizational and superior communication skills
- Issue identification, crisis management, problem-solving, and motivational techniques
- Comfortable with confrontation

Full-time, 40 hours/week, Monday-Friday