
Employment Counselor
2020-ET-011

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