
JOB OPENING

Job Title: CAREER COUNSELOR - SCSEP
Department: Operations
Reports To: Program Manager - SCSEP
Classification: Non-Exempt
Location: Chester and Delaware Counties, PA

SUMMARY

The Career Counselor must successfully provide case coordination to assigned individuals with multiple barriers to employment utilizing career assessment, planning and related activities. Career Counselor will work collaboratively with participant's host agency assisting and arranging interviews, monitors participant performance throughout the program and counsels participants so that all programmatic metrics are successfully met. This position will assist training instructors in the collection of program materials; refer qualified participants to host agency and conduct necessary follow-up when participants are placed in positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Recruit/screen/select eligible participants and host agency from the designated service delivery area.
2. Develop relationships with various organizations that can be a source for participants training and employment.
3. Present information to prospective participants in both individual and group settings.
4. Conduct job workshops and motivate participants to take part in job search activities, to take advantage of training opportunities, and to actively seek unsubsidized placements
5. Conduct eligibility determination and certify participants using program guidelines.
6. Secure and process participant's information during the intake and application process.
7. Develop job search strategies and marketing materials which will support enrolled participants' with job search efforts.
8. Provide case management and career coaching services to participants, including arranging assessments, workshop attendance, occupational training decisions, enrollment in training, monitoring, and resume writing and follow-up as required.
9. Develop a mutually agreed upon Employment/Career Plan to identify the participant's short term and long term objectives, update plan as needed and monitor participants' progress.

10. Develop partnerships with host agency and with education and training providers, to facilitate delivery of program services and assure positive outcomes for participants.
11. Assist the payroll department in reconciling participant timesheets.
12. Maintain and accumulate data records of specified, relevant participant activities.

SUPERVISORY RESPONSIBILITIES

Responsible for own work and oversight of participant employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of training, counseling, and/or case management
- Ability to work with and support a diverse customer base
- Ability to motivate clients and establish a support professional relationship with participants
- Commitment to assisting low income and disadvantaged individuals in overcoming barriers to achievement and success in their personal and work lives
- Excellent verbal, presentation and written communication skills

EDUCATION and/or EXPERIENCE

Bachelor's degree or equivalent from a four-year college in Human Services, Education or Business Management and/or three years of related experience and/or training; or equivalent combination of education and experience. Knowledge of the health care industry preferred.

COMPUTER SKILLS

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access as well as data management systems.

OTHER SKILLS AND ABILITIES

The ability to speak, read and/or understand Spanish a plus.

CERTIFICATES, LICENSES, REGISTRATIONS

Preference given for training in Professional Accredited Resume Writer (PARW).

To apply:

Submit Cover Letter and Resume to:

Lauren Kelman, Program Assistant, National Initiatives

lkelman@workplace.org