

**JOB TITLE:** Career Counselor  
**REPORTS TO:** Program Director  
**APPROVED BY:** Executive Committee  
**APPROVED DATE:** May 2021

### **PURPOSE/SCOPE OF RESPONSIBILITIES**

To provide case management, career assessment, counseling, and planning, recertification and educational guidance for refugees and other eligible populations.

**Supervises:** Interns and volunteers

### **ESSENTIAL DUTIES, RESPONSIBILITIES, & COMPETENCIES**

1. Provides case management and career counseling including assessment, testing, counseling, daily interaction with clients and follow up.
2. Assists with job placement and continues to monitor job retention.
3. Maintains client-related documentation standards by preparing and completing in a timely manner all required records and reports for all assigned clients.
4. Networks with employers and educational institutions to promote program outcomes.
5. Represents the agency and collaborates with local educational institutions, LARA, and other relevant institutions and convenes quarterly consultation meetings to review local labor market needs, career pathways, and educational opportunities.
6. Classroom instruction: develops and leads career-related classroom activities, workshops.
7. Assists clients with resume preparation, cover letters, portfolios, interviews.
8. Recruits, trains, and supervises Volunteer Career Mentors
9. Works closely with clients on barrier removal (problems preventing the clients from obtaining and retaining employment), one-on-one and/or in group settings.

### **OTHER DUTIES, RESPONSIBILITIES, & COMPETENCIES**

1. Meets client's needs by participating in the planning for necessary services in the agency.
2. Shares professional knowledge with staff by seeking out professional development opportunities and sharing new learning with staff.
3. Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.
4. Contributes to team effort by accomplishing related results as needed.
5. Contributes to effective use of agency resources by identifying and implementing options for cost containment.
6. Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.
7. Demonstrates effective judgments by making appropriate decisions, as well as conducting and maintaining professional manners and appearance at all times.
8. Maintains safe and clean working environment by complying with health and safety guidelines.

### **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.*

- Minimum of a Master's degree in Career Counseling, Rehabilitation Counseling, or related field.
- Experience working with multicultural, diverse populations, including refugees.
- Multilingual ability preferred

#### **REQUIRED LANGUAGE SKILLS**

- Ability to express oneself in an articulate and effective manner both verbally and in written communication.

#### **REQUIRED REASONING ABILITY**

- Ability to deal with abstract as well as concrete concepts, problematic people and situations.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

**The salary range, duties and responsibilities of this position meets the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.**