

The Career Counselor for Youth is responsible for the direct delivery of program services to Agency customers and businesses, with a strong emphasis on youth internships, work experiences, training and employment. Additional services include assessment, career counseling, case management, workshop presentations and referral with special emphasis on business development with the goal of providing employment opportunities to program youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain and document working relationship with active and previously utilized businesses
- Job develop and document individually for each youth based on interest, skill and educational level
- Engage and document active business development to identify and enlist new businesses
- Assure quality job matching of youth to job site
- Prepare and present activities and workshops
- Attendance at Chambers of Commerce events, job fairs, and other networking functions as assigned
- Meet individually with each youth to review service plan and progress toward employment goal and document case management activities in a timely and accurate manner
- Conduct outreach at community sites
- Contact youth who are absent to encourage participation and engagement
- Coordinate activity between any other agency serving youth in the community to initiate and encourage post-secondary training and education opportunities
- Provide case management services to youth including but not limited to assistance with program orientation, assessment, resume, references, service plan, labor market information, counseling, referral, child care, transportation, interviewing, business and customer employment follow-up
- Assist youth in making informed choices regarding training, employment, and career options
- Meet with supervisor and Youth Coordinator to review participant progress, documentation, job development activities, contract compliance and address program challenges
- Attend trainings, cross-trainings, workshops and professional development activities
- Plan and coordinate all activities with Youth Coordinator
- Other related duties as assigned

SUPERVISORY RESPONSIBILITIES

The Career Counselor job has no supervisory responsibilities

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.

Education and/or Experience: A college degree preferred; high school diploma/GED and equivalent experience/background in job development, marketing, or human services required; knowledge of or experience working with youth; ability to travel

Language Skills: Bilingual/bicultural Spanish speakers preferred but not required. Ability to read and comprehend complex instructions; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to youth

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs

Reasoning Ability: Ability to apply common sense and understanding to carry out detailed written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of internet, spreadsheet, and word processing software

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license and reliable vehicle are required

HOURS:

Monday - Friday, 8:00 AM to 4:00 PM