



**Position:** Career Counselor – Scatter Site Program  
**Location:** Bronx, NY  
**Reports to:** Assistant Director, Workforce Opportunities  
**Hours:** Full-time, 40 hours per week, some evenings/weekends required

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### **About Jericho Project**

Inspired by the belief that transformation can occur in every individual, Jericho Project was founded in 1983 to help New York City address and end homelessness among men, women, and families. Jericho Project steadfastly works to advance its mission by creating a community that inspires individual change, fosters sustainable independence, and motivates men and women to reach their greatest potential.

In its 33-year history, Jericho has grown from its genesis as a small housing program to a comprehensive agency providing over 400 units of supportive housing, as well as significant life-changing services to over 2,000 homeless and at-risk adults and children throughout New York City.

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### **About the Position**

Career Counselor will provide direct services to program participants in order to help them achieve the highest possible level of employment, educational attainment, and/or other meaningful activity, e.g., paid internship. Career Counselor will work closely with the WfO team as well as site director and the case management team to ensure that tenants' employment and educational goals are fully met.

#### **Responsibilities:**

- Manage a caseload of 70 program participants.
- Maintain active engagement through all phases of tenant enrollment, including intake, assessment and service planning.
- Develop creative engagement strategies that result in sustained client participation in WfO services; conduct, at minimum, bi weekly outreach to all participants and maintain related progress notes.
- Complete employment and educational assessments with all new participants; ensure that assessments and service plans are updated twice a year, at a minimum, and more often where needed.
- Identify and refer participants to skills training and educational programs, including but not limited to, HSE, ESOL, college and other higher education programs.
- Assist participants in developing their job readiness portfolio, consisting of a resume, cover letter, and interviewing skills competencies.
- Work closely with WfO's Employment Specialists; respond to job leads within required timeframe; identify and refer participants for matching positions via Electronic Case Management system (ECM).
- Assist participants in conducting independent job search; identify new job leads as needed and make direct referrals to employers.
- Conduct post-employment follow up and provide job retention services to working clients. Improve job retention outcomes for participants through timely re-placement and supportive services.
- Access community resources to aide participants in their job search, job retention and/or re-placement efforts.

- Actively participate in case conferencing sessions with site directors and the case management team.
- Conduct field work as needed.
- Regularly attend WfO monthly team meetings.
- Maintain and update participant information in ECM.
- Provide participant engagement and outcome reports as required.
- Other responsibilities as assigned and required by the emerging needs of programs and participants, such as service delivery in multiple sites for multiple programs.

**Requirements:**

- Bachelor's degree required. The degree requirement can be reconsidered with significant training and work experience directly related to the responsibilities of the position.
- Must have knowledge and experience in developing and delivering workforce development services for low income individuals as well as working knowledge of service delivery systems targeting individuals experiencing homelessness.
- Superior organizational, interpersonal, and written and verbal communication skills; high level computer literacy and attention to detail are required.
- Ability to travel throughout the five boroughs a must.

**Compensation:**

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

**How to Apply:**

Interested applicants must submit a cover letter and with salary requirements to:

Human Resources Department  
Jericho Project  
Job Code: **Career Counselor, Scatter Site Program**  
245 W. 29<sup>th</sup> Street, Suite 902  
New York, NY 10001  
Fax 646.624.2301  
careers@jerichoproject.org

**No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)*