



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

About Jericho Project

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 37-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 550 units of supportive housing including 9 residences in the Bronx, Harlem, and Astoria, as well as scatter-site apartments throughout NYC.

About the Position

The 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. The incumbent 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 about 70 program participants including minor populations and up to 35 families
- 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, biweekly 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 engaged participants to skills training and educational programs, including but not limited to, HSE, ESOL, college and other higher education programs.
- Assist minor participants in accessing and participating vocational and educational opportunities including but not limited to internships and youth summer programs.
- Assessing and assisting families in meeting their overall employment and educational needs.
- 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 the AWARDS foothold system.
- 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.
- Engage with clients and with collaboratively with Program Directors and Employment Specialists on the basis of job readiness, employment opportunities, job retention outcomes and vocational/educational needs.
- Conduct field work as needed.
- Regularly attend WFO monthly team meetings.
- Maintain and update participant information in AWARDS foothold.
- 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 in human services or a closely related field.
- Experience working in developing and delivering workforce development services for low-income individuals as well as 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.
- Knowledge of the AWARDS foothold database system is strongly desired.
- Knowledge and experience in the application of Motivational Interviewing and Person-centered planning preferred.
- Good communication skills with strong organizational writing and computer skills required.
- Strong engagement and interpersonal skills.
- Bilingual is a strongly preferred.

Compensation:

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

How to Apply:

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

Human Resources Department
 Jericho Project
 Job Code: **Career Counselor, Scatter Site**
 245 W. 29th 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