



**Position:** Career Counselor, SSVF  
**Location:** New York, NY  
**Reports to:** Program Coordinator, Veteran Employment Programs  
**Hours:** Full-time, 40 hours per week, late evenings & some weekends required.

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### **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 36-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.

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### **About the Position**

Career Counselor will provide workforce development services to Veterans who enroll in Jericho's programs in order to help them achieve the highest possible level of employment, educational attainment, or other meaningful activity, e.g. paid internship. The Career Counselor will work closely with the workforce development team as well as the site director and the case management staff to ensure that participants' employment and educational goals are fully met.

### **Responsibilities:**

- Manage a caseload of about 60 program participants and assist 40 participants secure employment.
- Provide job retention follow up and services; assist clients in timely re-placement services and linkage to new jobs; maintain 35% annual job retention rate in the program.
- Perform intake and assessment, and develop service plans with participants, as appropriate.
- Develop creative client engagement strategies resulting in high participation in the WfO services.
- Conduct, at minimum, weekly outreach to all participants and document work in AWARDS as required.
- Complete employment and educational assessments on all participants both remotely and in person; ensure that assessments are updated regularly as required.
- Identify and refer participants to job training programs; as well as adult literacy programs; college and other higher education programs, as identified in the participant service plans.
- Assist participants in developing a job readiness portfolio, consisting of a resume and cover letter, and assessment of interviewing skills.
- Work closely with WfO's Employment Specialists; respond to job leads within required timeframe; identify and refer participants for matching positions and document work in AWARDS.
- Assist clients in conducting independent job search; identify new job leads as needed and make direct referrals to employers.
- Provide job retention and follow up services to all employed clients in various settings, i.e., competitive employment, internship, and volunteer work, and document work in AWARDS.

- Access community resources to aid clients in their job search, job retention and/or re-placement efforts.
- Actively participate in case conferencing sessions with the site director and the case management team.
- Regularly attend biweekly program and WfO meetings.
- Maintain and annotate participant information in AWARDS. Provide participant engagement and outcomes reports as required.
- Other responsibilities as assigned and required by the emerging needs of programs and clients.

### **Requirements:**

- Bachelor's degree required.
- Knowledge and experience in workforce development, as well as, service delivery to low-income families, in particular, Veterans strongly preferred.
- Must have excellent written and verbal communication skills and advanced computer literacy.
- Experience providing supported employment services to individuals with disabilities is preferred.
- Working knowledge of AWARDS is highly desirable.
- Knowledge and experience in the application of Motivational Interviewing and Person-centered planning preferred.
- Must be able to work and produce desired performance outcomes in a team environment, requiring high levels of collaboration, cooperation, and teamwork.
- Ability to assist 60 job seekers realizes desired employment and job retention outcomes.
- 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 resume and cover letter with salary requirements to:

Human Resources Department  
Jericho Project  
Job Code: **Career Counselor, SSVF**  
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)*