



**Position:** Career Counselor, RRH

**Location:** New York, NY

**Reports to:** Program Director, Workforce Opportunities

**Hours:** Full time, 40 hours per week, late evenings & some weekend 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 40-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 Young Adults 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.

### **Duties Include:**

- Provide one-on-one workforce development services to young adults enrolled in Jericho's Rapid Re-Housing Program.
- Develop creative client engagement strategies and maintain high participant engagement in program activities.
- Conduct, at minimum, biweekly outreach to all participants and maintain related progress notes.
- Complete employment and educational assessments on all participants; ensure that assessments and service plans are updated as required.
- Identify low- and no-cost community resources and refer participants to skills training programs, HSE, ESOL and other literacy programs, college and other higher education programs, as indicated in their individual service plans.
- Assist participants in developing a job readiness portfolio, including a resume, assessment of interviewing skills, workplace attire and letters of inquiries.
- 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 (AWARDS).
- Assist young adults 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 employed participants.
- Access community resources to aide clients in their job search, job retention and/or re-placement efforts.
- Participate in case conferencing sessions with the case management team, as required.

- Regularly attend monthly WfO and RRH meetings.
- Maintain and update participant information in AWARDS and other data management systems as required by the funding agencies.
- Provide information related to participant engagement, employment and educational achievements, and other performance indicators as requested.
- Other responsibilities as assigned and required by the emerging needs of programs and participants.

**Requirments:**

- Bachelor’s degree required.
- Knowledge and experience in providing a workforce development service in a not-for-profit setting is strongly preferred.
- Experience in program development and service delivery for young adults is desirable.
- Familiarity and comfort with the LGBTQ community and providing a safe and supportive space for LGBTQ young adults is strongly preferred
- Ability to motivate participants to pursue employment and training within a limited time frame is essential.
- Superior written and verbal communication skills and advanced computer literacy.
- Ability to travel throughout the five boroughs.
- Working knowledge of AWARDS is highly desirable.
- Ability to assist 60 job seekers realizes desired employment and job retention outcomes.

**Compensation:**

The salary range for this position is **\$48,000.00 to \$50,000.00 *annualized***. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee’s performance during the prior year.

**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, RRH**  
 245 W. 29<sup>th</sup> Street, Suite 902  
 New York, NY 10001  
 Fax 646.624.2301  
[careers@jerichoproject.org](mailto: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)