



**Position:** Career Counselor  
**Location:** Bronx  
**Reports to:** Assistant Director, Workforce Opportunities  
**Hours:** 40 hours, occasional evening/weekend work.

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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 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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As a member of Jericho's Workforce Opportunities team, Career Counselor will provide workforce development services to program participants in order to help them achieve the highest possible level of employment, educational attainment, skills development, and/or other meaningful activity, e.g., paid internship. Career Counselor will also work closely and collaboratively with the case management team to ensure that tenants' employment and educational goals are fully met.

### **Responsibilities:**

- Manage a caseload of about 70 program participants.
- Maintain active engagement in all phases of tenant enrollment in Workforce Opportunities (WfO) services, from outreach to completion of assessments and service plans.
- Develop and implement effective client engagement strategies; maintain high level of participation in WfO services; conduct, at minimum, bi weekly 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 twice a year, and more often where needed.
- Identify and refer participants to job training programs; HSE, ESOL and other adult literacy and life skills programs; college and other higher education programs, as identified in participant's service plan.
- 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 timeframes; identify and refer participants for matching positions, using the Jericho AWARDS system and other methods of referral.
- Assist participants 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 participants for a minimum of two years; offer re-placement services and referrals to training and educational programs as needed.
- Access community resources to aide participants in their job search, job retention and/or re-placement efforts.

- Actively participate in case conferencing sessions with the case management team and the program director and in some cases, the Business Services team.
- Regularly attend the WfO monthly team meetings and supervisory meetings as scheduled and required.
- Maintain and update participant records in the AWARDS system within required time frame.
- Provide reports on participant engagement, job readiness/job search/education/training activities, and job placement outcomes 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.
- Provide services to up to two sites as needed for client engagement and job search.

**Qualifications:**

- Bachelor's degree is required
- Knowledge and experience in workforce development and service delivery to low-income individuals with significant barriers to employment required
- Must be able to work and produce desired performance outcomes in a team environment, requiring high levels of collaboration, cooperation, and teamwork.
- Must be flexible and able to provide services to up to two sites within the Bronx area
- Ability to assist 60 job seekers to secure employment and job retention outcomes
- Ability to travel throughout the five boroughs a must.
- High level of computer literacy and written and verbal communication skills.
- Experience working with individuals in mental health/substance abuse recovery as well as those experiencing homelessness highly preferred.
- Experience providing supported employment services to individuals with disabilities is preferred
- Knowledge and experience in helping low-income job seekers find and keep jobs
- Working knowledge of AWARDS is highly desirable
- Knowledge and experience in the application of Motivational Interviewing and Person-centered planning preferred.

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