



**Position:** Career Counselor  
**Location:** Bronx  
**Reports to:** Assistant Director, Workforce Opportunities (WfO)  
**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 41-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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### **About the Position**

As a member of Jericho's Workforce Opportunities (WfO) 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 self-sufficiency. 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 participants in multiple buildings to help them access education/training opportunities, prepare for employment, find and keep employment, and maintain economic self-sufficiency.
- Maintain active engagement in all phases of the Workforce Opportunities (WfO) workflow, from outreach to completion of assessments and service plans, enrollment, engagement, job placement and retention.
- Conduct initial outreach to assess needs for WfO services among tenants.
- Develop and implement effective engagement strategies/events for clients in order to maintain high level of participation in WfO services.
- Complete and update employment and educational assessments with participants.
- 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 timeframe; identify and refer participants for matching positions.
- 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 one year; offer re-placement services and referrals to training and educational programs as needed.
- Conduct, at minimum, bi weekly outreach to all participants during job search; document and maintain progress notes in AWARDS.
- Access community resources to aid 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.
- **Please note that this is a temporary position with an anticipated duration of at least one year.**

**Requirements:**

- 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 in multiple buildings.
- Ability to help 60 job seekers secure employment and reach job retention milestones.
- 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 recovery as well as those experiencing homelessness is 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 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 – River Ave**

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)*