



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

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 600 units of supportive housing including 8 residences in the Bronx, Harlem, and Astoria, as well as scatter-site apartments throughout NYC.

About the Position

Jericho's Workforce Opportunities Program is seeking an energetic and dynamic Career Counselor who will provide workforce development services to vulnerable young adults and single adults, to help them achieve the highest possible level of employment, educational attainment, and/or other meaningful activity, e.g., paid internship. Career Counselor will work effectively with young adults and single adults to ensure that participants' employment and educational goals are fully met.

Responsibilities:

- Provide one-on-one workforce development services to young adults and single adults enrolled in Jericho's Supportive Housing Anthony Ave Programs.
- Manage a caseload of about 63 single adults and 22 young adults.
- Collaborate with young adults and single adults in the service planning process and setting their education, training, and employment goals.
- Develop and implement effective client engagement strategies; maintain high level of participation in WfO services; 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 twice a year, and more often where needed.
- Identify and refer participants to job training programs; HSE, ESOL and other 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 monthly WfO meetings and Anthony Ave meetings.
- 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.

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.
- Experience working with low-income, vulnerable young adults is highly desirable.
- 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.
- 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 about 85 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.
- 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 - Anthony Ave (Workforce Opportunities)**

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