



**Position:** Career Counselor – JVEP - Workforce Opportunities  
**Location:** Manhattan and Queens  
**Reports to:** Veterans Employment Service Coordinator  
**Hours:** Full-time, 40 hours per week, some evenings /weekends

---

### **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 42-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 and Harlem, as well as scatter-site apartments throughout NYC.

---

### **About the Position**

Career Counselor will provide workforce development services to Veteran participants to help them achieve their desirable employment, education, and training goals. Career Counselor will work closely with the site director and the case management team to coordinate referral services for other needed services.

#### **Responsibilities:**

- Manage a caseload of about 110 program participants in multiple locations and boroughs.
- Responsible for conducting outreach and recruitment and enrolling 110 Veterans in workforce development services annually.
- Assist, at minimum, 75 participants to secure and retain employment.
- Complete employment and educational assessments on all participants; ensure that assessments and service plans are updated regularly as required.
- Develop creative client engagement strategies that lead to high level of participation and engagement in WfO services; conduct, at minimum, biweekly outreach to all participants and maintain related progress notes.
- Identify and refer participants to education and training programs according to their individual 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.
- 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 for all employed participants.
- Conduct, at minimum, monthly post-employment follows up and reconnect veterans to new employment opportunities, where needed.

- Track and monitor employment longevity in temporary/seasonal jobs and re-engage veterans in job search before the termination of their work assignment.
- Ensure that 35% of veterans who secure employment remain employed for a minimum of one year.
- Access community resources to aid Veterans in their job search, job retention and/or re-placement efforts.
- Participate in case conferencing sessions with the site director and the case management team, where needed.
- Attend meetings as required.
- Ensure accurate and timely recording and documentation of outreach, service delivery, and retention follow up in Jericho's data management system.
- Provide client information and data related to enrollment, engagement, and performance outcomes 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:**

The salary range for this position is **\$53,000.00 to \$55,000.00 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 – JVEP – Workforce Opportunities**  
 245 W. 29th 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)