



**Position:** Career Counselor - KEYA  
**Location:** New York, NY  
**Reports to:** Coordinator of Young Adult Employment Services  
**Hours:** Full-time, 40 hours per week, some evenings /weekends

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### **About Jericho Project**

Jericho Project is a nationally acclaimed nonprofit ending homelessness by enabling individuals and families experiencing homelessness 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 permanent supportive housing including 7 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC. Jericho further provides case management, employment and health care access services to over 100 units of supportive housing in Brooklyn and "light touch" case management services in a number of housing developments throughout the City.

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### **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 in order to help them achieve the highest possible level of employment, educational attainment, and/or other meaningful activity, e.g., paid internship. Career Counselor will specialize in outreach engagements methods with local organizations to work effectively with young adults to ensure that participants' employment and educational goals are fully met. Career Counselor will also provide on the job retention services for those participants who have been successfully employed.

The FLSA status of this position is **Non-Exempt**.

### **Responsibilities:**

#### ***Career Counseling Duties:***

- Provide career counseling services to about 70 young adults to help them prepare for, and secure employment.
- Complete employment and educational assessments on all participants; ensure that assessments and service plans are updated regularly as required.
- Collaborate with young adults in the service planning process and setting their education, training, and employment goals.
- Assist participants in developing a job readiness portfolio, including their resume, assessment of interviewing skills, and letters of inquiries.
- Work closely with Employment Specialists; respond to job leads within required timeframe; identify and refer young adults for matching positions.
- Assist young adults in conducting independent job search; identify new job leads as needed and make direct referrals to employers.

***Outreach Duties:***

- Assist in developing in the outreach and recruitment process to achieve annual enrollment targets through current agency listing
- Manage communication with the network of partnering organizations in the referral, enrollment, and service delivery process.
- Develop creative and innovates enrollment and client engagement strategies resulting in high level of participation in program activities.
- Identify low- and no-cost 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.
- Other responsibilities as assigned and required by the emerging needs of programs and participants.

***Retention Duties:***

- Provide job retention and follow up services to employed participants.
- Access community resources to aide young adults in their job search, job retention and/or re-placement efforts.
- Conduct, at minimum, biweekly follow up on all participants and maintain related progress notes.
- Participate in case conferencing sessions, as required.
- Regularly attend monthly WfO meetings.
- Maintain and update participant information in the required data management system(s).
- Provide information related to participant engagement, employment and educational achievements, and other performance indicators as requested.

**Requirements:**

- Bachelor's degree required.
- Knowledge and experience in workforce development, as well as service delivery to low-income families, in particular, Young Adults strongly preferred.
- Must have excellent written and verbal communication skills and advanced computer literacy.
- Ability to conduct high level outreach services.
- 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 about 70 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, KEYA**  
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](http://www.jerichoproject.org)*