

Job Summary

Order Number:

NJ0804952

Date Job Order Received:

10/26/2011

Number of Openings:

1

Company Name:

Passaic County Career Center

Job Title:

Career Counselor

Minimum Experience Required:

1 year

Job Description:

Definition: Under direction, is responsible for counseling individuals and groups, conducting workshops and assisting customers with career decisions. Examples of Work: Interviews customers; Assesses customer's skills, abilities, and employment history during interviews; Provides labor market and job training information; Provides vocational counseling to customers and assists them in making career decisions; Conducts workshops on various topics such as resume writing, job interviews, and use of the Internet; Assists customers in the resource room; Conducts welcome sessions; Maintains appropriate records; Submits reports as required, and Performs other duties, such as implementing special projects, as assigned. Requirements: A Bachelor's degree from an accredited college or university preferably in counseling, education, psychology, or allied field including or supplemented by 15 college semester hours in vocational guidance or other courses directly related to vocational counseling preparation. One year of professional experience in vocational guidance and counseling. Additional years of experience may be substituted for the degree requirement on a year-for-year basis for applicants who possess the required 15 semester hours specified above. A Master's degree in psychology, education, social work, personnel administration or related fields, which includes a minimum of 15 credits of graduate study in vocational guidance or other courses directly related to counseling, may be substituted for the required one year of experience. Thorough knowledge of a variety of vocational assessment tools, preferably the GATB, TABE, Interest Inventories, WRAT, or similar modes of assessment. Regular on-site attendance. Absenteeism not to exceed agency standard. A valid New Jersey driver's license and use of own automobile, if the possession of one is necessary to perform the essential duties of the position. Knowledge and Abilities: Knowledge of available resources and techniques used to assist customers seeking employment. Ability to

interpret Federal and State employment and training regulations and apply them to specific situations; Ability to maintain records and files and prepare reports; Ability to utilize a computer with software such as Microsoft Office and with AOSOS and to navigate the Internet to assist customers with employment related websites; Ability to write clearly, concisely, and in an organized manner when preparing correspondence and reports, using accepted English usage, style, grammar, and spelling; Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of the position. American Sign Language or Braille may also be considered acceptable forms of communication. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitation. If accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible. Passaic County residents will receive hiring preference. Fax or Mail resume AND cover letter to the above address or fax number. NO PHONE CALLS PLEASE. PCWDC is an EEO with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with special needs.

Job Location:

Paterson, New Jersey

Pay:

\$34,287.00 Yearly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays

Hours per Week:

35

Duration:

Full Time, Over 150 Days

Work Days:

Monday thru Friday

Shift:

First (Day)

Public Transportation:

Public Transportation is available.

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

Automobile

How to Apply:

To apply, contact the employer by mail, or by fax:

Human, Resources

388 Lakeview Avenue
Clifton, NJ 07011
Fax: Human, Resources (973) 340-7214