

# JOB POSTING

**Job Title:** Youth in Motion - Career Counselor

**Location:** 39 Broadway

**Employment Classification:** Part-time (*no medical benefits*)

**FLSA Status:** Non-exempt

**Division:** Personal Development Division

**Reports to:** Division Director

**EEOC Code:** 21-1012

**Compensation:** \$20.00 per hour

## Position Summary:

The Career Counselor will be responsible for ensuring that appropriate youth clients are recruited assessed and enrolled in Adult Basic Education preparation classes, serve as a program liaison to parents where appropriate, and provide support services as a means for participant retention and successful completion of the program.

## Responsibilities and Duties:

- Recruitment and enrollment of out of school youth ages 16-21.
- Required to do outreach for the purpose of recruitment.
- Provide one-on-one counseling to students; maintain client files, confidential documentation, and attendance records.
- Coordinate, Schedule and set up dates for assessments and classes.
- Conduct Assessment for new clients and place students in appropriate levels based on assessment.
- Conduct student orientation.
- Responsible for submitting all required reports as requested by the Division/Deputy Director
- Provide one-to-one counseling to individuals regarding career planning and job search strategies.
- Collectively work with the Job Developer in researching and finding job opportunities for the youth with the goal of placement.
- Maintain inventory of educational materials.
- Monitor academic progress and conduct follow up surveys.
- Responsible for community building and outreach efforts with the goal of increasing participant numbers and awareness in the community of La Casa's programs. Also, employees are encouraged to volunteer during La Casa program events throughout the year.
- Other duties may be assigned by the Division/Deputy Director

## Education and/or Experience:

- Bachelor Degree from an accredited college or university preferred
- One or more years' experience in a non-profit environment working with out-of-school youth and adults pursuing a secondary-level education preferred.

## Job Knowledge, Skills, and Abilities Required:

- Excellent written and oral communications skills including public speaking and written reporting; teaching/workshop facilitation experience is a plus. Must be bilingual English/Spanish.
- A problem solver and self-starter, who demonstrates the ability to think fast on his/her feet; a good team player; able to multi-task; attentive to detail.
- Should be able to work independently, handle multiple tasks, be creative and be a team player
- Familiarity with non-profit training or social service organizations.
- Strong computer skills including experience with MS Office applications, using the Internet and database management.
- Able to work flexible schedules.

## Qualifications and Physical Demands:

- Flexible schedule – May be required to work evenings and weekends
- Professional business uniform required
- Ability to travel as needed (in-town and out-of-town trainings and conferences)
- Should be able to work independently, handle multiple tasks, be creative and be a team player.

## Schedule:

- Monday – Friday 12:00 pm – 5:00 pm (*25 hours per week, flex schedule according to program needs*)

## To Apply:

- Please email your resume with cover letter to: [wmelendez@lacasanwk.org](mailto:wmelendez@lacasanwk.org) and [ghodne@lacasanwk.org](mailto:ghodne@lacasanwk.org)