

JobPath

Career Counselor Position Description

POSITION SUMMARY: The JobPath Career Counselor uses a case management approach to move JobPath participants' from enrollment to successful completion of their education or job training programs.

REPORTS TO: Director of Programs

DIRECT REPORTS: This position has no supervisory responsibilities

FLSA STATUS: Exempt

DUTIES AND RESPONSIBILITIES:

Conduct applicant intake interviews and make recommendations regarding program inclusion

Assist participants in the college or course enrollment and registration process, including completing Financial Aid application (FAFSA) and applying for grants and scholarships

Monitor participants' progress in their education and job training and respond promptly to participants' issues

Develop personalized education and job training plans for each program participant

Use a case management approach to identify necessary supports and make appropriate community referrals

Facilitate bi-monthly peer support meetings with participants

Build relationships with instructors, coordinators and all other appropriate college and agency staff to enhance the training experience of the participant and facilitate progress towards graduation

Develop and cultivate employer contacts in JobPath career areas

Provide comprehensive career preparation support including job search strategies, resume writing, digital profile management, and interviewing techniques

Conduct exit interviews with all recent graduates and maintain contact to obtain employment and wage information

Represent JobPath at outreach functions that includes workshops, job fairs, local conferences, seminars, community awareness campaigns and related venues

Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in social work or other relevant field
- Two years of wrap-around case management experience
- Strong presentation skills, and comfort presenting to and leading groups
- Excellent customer service, problem-solving, and time management skills
- Strong written and oral communication skills, including the ability to record and maintain clear written documentation
- Microsoft Office proficiency
- A willingness to work in accordance with JobPath's values of courage, equity, integrity, community, and quality
- Ability to work occasional evenings and weekends

PREFERRED QUALIFICATIONS:

- Two years of career services experience
- Experience leading individual and group peer support groups

SCHEDULE:

This is a full-time (40 hours a week) role that requires occasional evening and weekend hours.

EQUAL OPPORTUNITY COMMITMENT

JobPath does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or economic status.