



**Title:**

Career Counselor

**Salary:**

\$40,000

**Organization Overview**

Founded in 1998 and incorporated in 2004 as a public, not-for-profit 501 (c)(3) corporation, JobPath's mission is to improve the economic status of Pima County's underserved adults, by removing barriers to educational attainment, so that they can lead healthier, more prosperous lives. By financially, emotionally and socially supporting these hardworking adults in 18 different training programs with viable career paths within our community, JobPath is truly creating pathways to prosperity. This holistic approach works, yielding a 90% retention and graduation rate annually, an 80% job attainment rate, and average wage increases of almost \$34,000 per graduate (compared to pre-training wages).

**Position Overview**

The JobPath Career Counselor is arguably the most critical position at JobPath! The position has direct contact with JobPath participants, and uses a wrap-around, holistic approach to move JobPath participants' from enrollment to successful completion of their education or job training programs.

**Reports to:**

Director of Operations

**Direct Reports:**

None

**FLSA Status:**

Exempt

**Duties & 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 academic advising experience or related
- 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.