

JobPath
Job Description
Career Counselor

The JobPath Career Counselor is responsible for assisting and directing the JobPath participant's successful completion of their education or job training program. Working as part of the JobPath team, they assess student needs; enrolls students; provides case management support to students throughout their education. Additionally, the career counselor facilitates group peer support sessions. These sessions are mandatory, serve to maintain student/counselor contact and provide an opportunity for students to cultivate life and workplace soft skills.

Minimum Qualifications:

- 5-years experience in the following: establishing rapport with individuals in potentially challenging circumstances, cultivating relationships with individuals looking to enhance their lives, providing support based on individual need, referring clients/students to appropriate community resources, maintaining appropriate and ethical boundaries, ability to listen to understand rather than be understood, ascertaining when individuals need reflective feedback vs problem solving, awareness of the ways in which systemic inequities impact students/families
- Experience presenting to and working in groups
- Ability to communicate both verbally and in writing
- 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:

- 5-years experience in the following: establishing rapport, cultivating relationships with individuals looking to enhance their lives, providing support based on individual need, referring clients/students to appropriate community resources, maintaining appropriate and ethical boundaries
- Spanish proficiency

Job Duties: Requirements of the position include but are not limited to:

- Conduct initial interviews with applicants, reviews the information on their JobPath application and budget sheet and determines the candidate's eligibility for enrollment in JobPath. This includes assessing the applicant's: motivation, financial needs, college assessment tests and readiness to enter a JobPath sponsored career training area.
- Meets with students to enroll them in JobPath review, JobPath expectations and develop a personalized JobPath financial plan.
- Uses a strengths-based approach to determine specific needs for services other than those available through JobPath and refers them to other agencies to maximize resources available to them.
- Coordinates directly with staff of other agencies and monitors students' successful access to college and community resources.
- Supports students and provides resources for Financial Aid application (FAFSA), grants and scholarships.

- Monitors student progress in their education, promptly responding to student requests for support. Intervenes immediately if challenges arise, assisting students with problem-solving and resolution.
- Schedules and facilitates bi-monthly peer support meetings with participants virtually during the pandemic and on site when pandemic subsides.
- Enters case notes following peer support sessions and individual student interactions
- Maintains database records of outside agency contacts communications, accurately and in a timely manner.
- Submits all required and/or requested documentation/reports/paperwork by assigned due dates
- Attends JobPath career area advisory boards.
- Represents JobPath at outreach functions that includes job fairs, community awareness campaigns and related venues
- Conducts exit interviews with all recent graduates.
- Conducts follow-up on graduates to obtain employment and wage information.
- Acts as a backup for other Career Counselors as needed.
- Performs other duties as assigned.

Schedule:

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

Notes:

JobPath will provide the necessary onboarding, training, and support for the selected candidate.