



MISSION STATEMENT

Homeboy Industries provides hope, training, and support to formerly gang-involved and recently incarcerated men and women, allowing them to redirect their lives and become contributing members of our community.

Job Title: Employment Counselor

Reports To: Career Pathways Manager (Client Services)

Essential Duties and Responsibilities

Under direct supervision of the Career Pathways Manager, the Employment Counselor is the first point of contact for trainees referred for Workforce Development services. They will support trainees in creating and implementing an employment plan that includes assessing trainee strengths and challenges, assisting trainees in articulating their goals, tracking trainee progress in moving toward work readiness and job skills, and supporting trainee efforts to prepare for internal or external placement.

Key Duties

- Create, develop and conduct employment development plans for all trainees.
- Determine program eligibility for grant tracking and services.
- Assess each trainee's education level, work history, strengths, challenges, and desired career pathway/s.
- Listen to participant needs and assist with barrier removal through outside and/ or in-house referrals (e.g. Education, Tattoo Removal, Housing, Mental Health, Substance Abuse, Legal Services, etc.).
- Connect trainees with career skills trainings, apprenticeships, and internships, and track progress.
- Contribute to the design and delivery of employment readiness classes and workshops for all clients.
- Provide supportive services (e.g. tools, uniform, transportation assistance, etc.) as available.
- Support the job search and application process for trainees by connecting to employment opportunities and facilitating development of a resume, online employment site profile/s, and interview skills.
- Provide retention follow-up support to graduates of the program.
- Create and maintain participant files and logging events and progress case notes in management information system (MIS).
- As needed, provide same-day job search and application support to community clients, including connecting clients to employment opportunities and facilitating development of a resume, online employment site profile/s, and interview skills.
- Collect and analyze data, summarizing in report formats as required.
- Other duties as assigned.

Basic Qualifications include:

- HS Diploma/GED, AA/BA desirable
- 1+ years of experience in workforce development
- 1+ years of experience working with vulnerable populations
- Optimistic and adaptive collaborator, even in ambiguity
- Able to work under pressure and maintain excellent time management skills
- Proficiency in all basic computer platforms, including word processing, presentation software, spreadsheets, client management software, and email
- Able to read, analyze, and interpret general business and grant documentation
- Able to present information in a variety of formats (narrative, statistical, oral)
- Commitment to the mission and vision of Homeboy Industries, with a specific focus on achieving quality jobs for all trainees

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand and talk or hear. The employee is required to sit; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Compensation

This is a full-time non-exempt position with a full benefits package including health, dental, vision, Life AD&D, and retirement account.

If you are interested in this position, please send your resume with a cover letter to careers@homeboyindustries.org.

Homeboy Industries is an Equal Opportunity Employer.

