



JOB POSTING

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| Date Posted: 12/10/2021 | Date Expires: 12/17/2021 |
| Position title: Employment Counselor | Reports to: Career Pathways Manager |
| Department: Career Pathways | Status: Full Time |
| Position type: Sr. Staff | Relevant work experience: 1+ Years |

Position summary:

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.

Essential 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.

Qualifications and Experience:

- 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

Please send your resume to careers@homeboyindustries.org.