

EXAMPLE JOB DESCRIPTION

Position Title: Employment Counselor

Summary of Duties: Responsibilities for vocational counseling to all participants including: vocational assessment, development of Employment Training Plan, and follow up on placement.

Qualifications: Bachelors of Arts and/or three years experience in human development work. Knowledge of vocational assessment and counseling is preferred.

Duties and Responsibilities:

- Review and existing data relevant to the individual
- Utilize assessment and other information to orient participants to vocational counselor's role.
- Assess a participants need / readiness for vocational counseling and develop an individual Support Service Plan and Employment Training Plan.
- Provide appropriate referrals for individuals and families.
- Meet with clients individually and in-groups to discuss job placement planning and options.
- Maintain monthly contact with clients who are working and training.
- Prepare and submit reports as required.

Salary Range

\$27,000 - \$38,000 – appointments can be made above the minimum depending upon qualifications.