

Job Posting

March 21, 2019

POSITION

Counselor

EMPLOYMENT TYPE

Temp. Full Time

SALARY

\$16.88/hr

REPORTS TO

Program Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Providing assistance and referrals to all adult students who are in need of services.
- Making appropriate referrals for participants when they are in need of service such as education related services, health services, legal services, family counseling, housing information etc.
- Reaching out to the community in order to update the program's Referral Resource Guide. Making follow-up phone calls as needed.
- Arranging workshops by different community organizations or programs that are relevant and beneficial for students.
- Conducting one-on-one counseling sessions with each program participant at least once per month; as well as conducting group counseling sessions.
- Completing the Action Plan with students to clearly outline and track educational goals and support services provided.
- Entering all counseling and progress notes in student files on a consistent basis.
- Closely monitoring program participants' academic progress.
- Conducting initial service plan with the participant and update the plan as needed in order to meet academic goals and objectives.
- Organizing community service events for program participants.
- Working closely with Program Coordinator and participants to ensure students are attending program and attending on time.
- Assisting in the coordination and implementation of the summer and school year enrollment process.
- Along with Program Coordinator, ensures necessary documents are submitted for students' files.
- Providing overall support and assistance to the program.
- Maintaining constant communication with the Program Coordinator
- Completing tasks deemed necessary by the Program Coordinator

COMPETENCIES

- Preferable for candidate to possess a Bachelor's degree or an Associate's degree in a related field
- Preferable for candidate to have at least two years' experience in providing support services to adults
- Strong organization, communication and writing skills.

EDUCATION EXPERIENCE

High School Diploma

APPLICATION DEADLINE

On going

SUBMIT RESUME TO

Kendra Doshi, Business Manager
kdoshi@riseboro.org