Job Posting
August 13, 2020

POSITION
Counselor / Career Counselor

EMPLOYMENT TYPE
Temporary Full-time, hourly

SALARY
Commensurate with experience

REPORTS TO
Program Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

Counselor, Adult Education
• Providing assistance and referrals to all adult learners who are in need of services.
• Making appropriate referrals for students when they need services such as education, health, legal, family counseling, housing and other support and wrap-around services needed as determined during the initial student assessments and action plan.
• 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.
• Conducting initial service plan with the participant and update the plan as needed in order to meet academic goals and objectives.
• Completing and regularly updating individual Action Plans with students to clearly outline and track educational goals and support services provided.
• Entering all counseling and progress notes in student records, paper and electronic, on a consistent basis.
• Closely monitoring program participants’ academic progress.
• Working closely with Program Coordinator, teaching staff 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, ensuring necessary documents are submitted for students’ files.
• Providing overall support and assistance to the program.
• Completing tasks deemed necessary by the Program Coordinator.

Career Counselor, Literacy
• Providing career development and job search counseling to adult literacy students in both, individual and group settings.
• Conducting an initial education and career plan and update plan as needed in order meet set goals.
• Collaborating with program staff including ESOL and technology instructors to ensure that each student develops a resume and general cover letter.
• Assisting students in development and maintain individual portfolios.
• Coordinating career focused activities with guest speakers in career & education fields relevant to students’ interest.
• Initiating appropriate referrals for participants (internal and external) when they need support and wrap-around services; follow-up regularly to ensure successful provision of services.
• Reaching out to external resources to facilitate job placement opportunities.
Ensuring all qualified students are enrolled in the NYSDOL jobzone career exploration site by providing them assistance and needed resources; assisting students in enrolling in additional career sites that would allow for their career growth.

Develop and maintain a Job Placement Resource Guide.

Making follow-up phone calls as needed.

Providing overall support and assistance to the program.

Completing tasks deemed necessary by the Program Coordinator.

COMPETENCIES

- Strong organization, communication and writing skills;
- Ability to multi-task;
- Bilingual in English and Spanish a plus.

EDUCATION EXPERIENCE

- Bachelor’s degree or an Associate’s degree in a related field preferred;
- High School Diploma required;
- At least two years’ experience in providing support services to adults preferred.

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

Kendra Doshi, Business Manager
kdoshi@riseboro.org

Please indicate “Counselor / Career Counselor” in e-mail subject line.