



Career Counselor * Delaware Valley Job Corp Callicoon, NY

Overview: The Delaware Valley Job Corp is seeking a Career Counselor in Callicoon, NY.

The Career Counselor is responsible for providing personal/career counseling for students to enhance student employability and to ensure continued enrollment and quantifiable success in the Job Corps program. Identifies and remediates student barriers to success and develops individualized student career educational plans. Ensures strict confidentiality of sensitive information and integrity of student data. May be assigned Acting Career Development Manager in Career Development Managers absence.

Responsibilities:

Ensures student case load meets or exceeds DOL/Company performance goals.

Follows all integrity guidelines and procedures and ensures no manipulation of student data. Ensures area of oversight is compliant with all PRH and Company SOPs, directives and guides as evidenced by DOL/Corporate assessments/data integrity audits.

Responsible to provide students with comprehensive and individualized case management ensuring student progress, retention and completion of the Job Corps program. Establishes supportive/mentoring relationships with students throughout their enrollment and provides personal, educational and career counseling.

Provides ongoing assessment of student progress in Academic, Career Technical and Independent Living.

Develops and updates student Personal Career Development Plans.

Routinely evaluates and documents student performance using case management system.

Contributes to the Center's culture by treating students with care and respect, assists students to achieve personal and career goals and ensures that students feel safe and welcome

Produces quality work/assignments in a thorough, timely and accurate manner.

Maintains appropriate personal attendance, accountability and work productivity standards.

Plans, prioritizes and organizes assignments to meet established goals and deadlines.

Understands and applies job knowledge to effectively complete all required job responsibilities.

Mentors, monitors and models the Career Success Standards as required by the PRH.

Provides high-quality supervision and management for the student population. Takes swift and appropriate action and positively influences student behavior. Shows respect and courtesy to students and holds them accountable for their actions and behavior.

Provides quality programs and services for students and ensures that quality is maintained and student needs are met. Pursues improvement and enhancement of programs and services.

Exchanges ideas and information, both orally and in writing, in a clear and concise manner and contributes meaningfully to group efforts by offering relevant ideas and knowledge.

Provides quality and timely information to DOL/Company when requested.

Effectively articulates thoughts and ideas. Identifies problems, analyzes causes and evaluates appropriate solutions prior to taking or recommending actions.

Other duties as assigned.

Requirements:

Bachelor's degree (with at least 15 semester hours in Social Services-related instruction)

Valid Driver's License and meet insurability requirements.

Reference Check

1-year experience in counseling or related field. Prefer previous Job Corps or related program experience.

Skills Required:

Teaching Skills

Integrity

Patience

Communication

Shift, Salary, and Benefits: This is a full-time position, \$22.36 hourly, Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick, Holidays, 401K/Retirement.

To apply: contact Hope Godchaux by emailing godchaux.hope@jobcorps.org, by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.