



Counseling & Career Supervisor * Delaware Valley Job Corp Callicoon, NY

Overview: The Delaware Valley Job Corp is seeking a Counseling & Career Supervisor in Callicoon, NY. The Counseling & Career Supervisor is responsible for the management of the Introduction to Career Preparation Program. Provides oversight of student counseling services and individual student case management to ensure student progress, retention and completion of the Job Corps program. Ensures strict confidentiality of sensitive information and integrity of student data. Supervises and manages the Counseling & Career Preparation Program and staff.

Responsibilities:

Follows all integrity guidelines and procedures and ensures no manipulation of student data. Ensures Center meets or exceeds DOL/Company performance goals.

Interviews, recommends for hire, disciplines, recommends for termination and evaluates the performance of the employees in the Career Development Department.

Active member on ensuring case management and success teams are effective systems for student success.

Positively contributes to the Center's culture by treating students with care and respect. Supporting students achieve personal and career goals and ensuring that students feel safe and welcomed while attending the Job Corps program.

Ensures students are actively engaged in leadership and after-hours programming that promotes student achievement and success.

Oversees and manages evaluations of student progress and student panels.

Fills staff vacancies in a timely manner. Effectively motivates, empowers and requires staff to perform his/her job responsibilities.

Employs sound time-management and delegation skills. Holds staff accountable for producing quality work, develops staff for career progression and disciplines staff who fail to meet goals.

Provides required/supplemental training for new and current employees.

Motivates and manages staff to work effectively, creates a supportive work environment, recognizes staff accomplishments and proactively addresses staff performance concerns.

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.

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

Accepts direction and supervision from the Center Director/Center Duty Officer/Shift Manager

Other duties as assigned

Requirements:

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

Valid Driver's License.

Reference Check

2 yrs. experience in counseling or related field. Prefer Job Corps or related program experience.

Skills Required:

Integrity

Management

Dependability

2 yrs. experience in Counseling

Shift, Salary, and Benefits: This is a full-time position, \$58,000 yearly, 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.