



Counselor * Delaware Valley Job Corp Callicoon, NY

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

The Counselor position 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.

Responsibilities; Serves as Acting CPP/Counseling Manager in CPP/Counseling Manager's absence. Follows all integrity guidelines and procedures and ensures no manipulation of student data. Ensures student case load meets or exceeds DOL/Company performance goals. 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. Coordinates services for students to ensure student retention and success in the program. Transports students as needed/required. Routinely evaluates and documents student performance using case management system. Contributes to the Center's culture by treating students with care and respect, assisting students achieve personal and career goals & ensuring students feel safe and welcomed during enrollment. Maintains appropriate personal attendance, accountability & 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. Proactively maintains the skills required to perform job duties. 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. Follows up to ensure prompt/appropriate action is taken and that problems are in fact corrected. Works in partnership with staff from all Depts to ensure effective supervision and services are provided to students. Accepts direction and supervision from the Center Director/Center Duty Officer/Shift Manager. Other duties as assigned

Requirements: Bachelor's Degree (include 15 Semester hrs. in Social Services), 1-year experience in counseling or related field, Valid NYS Driver's License & meet company insurability requirements, Reference Check

Skills Required: Student Counseling, Case Management/ Confidentiality Integrity, Career Planning/ Employability Development, Conflict Resolution

Shift, Salary, and Benefits: This is a full-time position, Mon-Fri, \$46,500 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.