



Outreach & Admissions / Career Transitions Services Counselor
*** Delaware Valley Job Corp**
Callicoon, NY

Overview: The Delaware Valley Job Corp is seeking an Outreach & Admissions/Career Transition Services Counselor in Callicoon, NY.

The Outreach & Admissions/Career Transition Services Counselor is responsible for applicant recruitment and arrival coordination, and to provide exiting students with transitional support and placement services leading to quality full-time jobs, military enlistment, or enrollment in higher education or Job Corps advanced training. Identifies and develops Center-beneficial partnerships that lead to enrollment and/or student placement. Determines and documents student eligibility for Job Corps enrollment according to all PRH requirements. Works cooperatively with Career Technical Training and Career Transition Readiness staff to provide exiting students with comprehensive and individualized case management to identify and remediate students' transitional. Ensures strict confidentiality of sensitive information and integrity of student data. May supervise assigned students performing intern duties.

Responsibilities:

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

Conducts comprehensive screening procedures to determine applicants' eligibility for the Job Corps Program. Secures and evaluates applicants' behavioral, medical and educational records. Conducts thorough assessment activities and career counseling during the admissions process. Serves as a Center Liaison to facilitate a seamless enrollment process and early student retention. Works closely with community agencies, employment services, high schools, trade and technical schools and other agencies to inform prospective applicants about the Job Corps program. Develops partnerships with community agencies and local businesses to develop and maintain referral linkages for prospective enrollments and post training placement opportunities. Conducts Academy campus tours, pre-arrival visits and Parent meetings. Establishes supportive/mentoring relationships with students during the Career Transition

Phase. Provides personalized career counseling and evaluates student performance. Establishes supportive/mentoring relationships with students during the Career Transition Phase. Oversees, develops, monitors, and updates student transition plans to ensure successful outcome. 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. Provides quality programs and services for individualized student needs. 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

Other duties as assigned.

Requirements:

Associate's degree in human services, psychology, counseling or closely related field and 2 yrs.' experience in youth programs or bachelor's degree in human services, psychology, counseling, education, social science, communications, or related field

Valid Driver's License and meet insurability requirements.

Reference Check

Skills Required:

Psychology

Counseling

Education

Communications

Shift, Salary, and Benefits: This is a full-time position, First Shift, Monday - Friday, \$28.11 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.