

Job Title	Personal and Career Counselor
PVN ID	KB-2007-003639
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Workforce Development
Status	Full Time
Annual Salary	\$48,000.00 - \$49,400.00
Hour(s) a Week	35
Closing Date	Nov 03, 2020 (Or Until Filled)

General Description

Reporting to the Program Coordinator and Counselor, the Personal and Career Counselor will deliver and coordinate personal and career services for all KCC Job Corps participants. They will conduct assessments, help develop Individual Service Plans (ISPs), identify academic, financial and social needs, implement intervention strategies as needed, monitor progress, direct participants to services on campus at KCC and refer participants to outside services, as needed.

Coordinates and provides student academic counseling, group advisement workshops, job readiness workshops, and schedules on-going individual advisement sessions.

Assists in the development of ISPs for program participants, which include academic assessments, employment preparation, supportive services, and follow-up.

Assists with the development of advising protocols regarding participant attendance and progress toward academic and vocational goals.

Follows procedures to maintain accurate case notes and other records.

Provides data for participant activity tracking reports. Monitors participant incentive program to increase productivity and engagement in programs.

Advocates for students, and recommends appropriate program support services and referrals to faculty, campus resources, and/or additional external supports

Participates in regular team and campus meetings, and other training activities.

Participates in executing the program's daily operations and logistics.

Utilizes program data to assist with evaluating progress and the attainment of student goals, monitors student learning outcomes and creates and provides regular status reports.

Provides college enrollment assistance.

Provides positive, individualized services to graduates and former enrollees.

Provides documentation for all services provided.

Other Duties

Qualifications

Qualifications Bachelor's degree (including 15 semester hours of instruction in social services-related instruction), and one year of experience in counseling or related field.

Preferred Qualifications

Two (2) years' experience advising youth in an academic setting

Strong organizational, time-management, administrative skills.

Willingness and ability to take initiative, meet tight deadlines, and work with or without supervision.

Possess excellent interpersonal and communication skills.

Ability to work in a diverse environment and exhibit socio-cultural competence and understanding.

Demonstrate leadership, problem-solving, decision-making and creative thinking skills.

Excellent attention to detail and record keeping.