

Job Title	Employment Counselor II
PVN ID	KB-2007-003641
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Workforce Development
Status	Full Time
Annual Salary	\$47,000.00 - \$49,000.00
Hour(s) a Week	35
Closing Date	Sep 13, 2020 (Or Until Filled)

General Description

Employment Counselor II will report to the Program Coordinator and Counselor. The Employment Counselor II will develop employer contacts and industry relations; cultivate work-based learning opportunities; develop employment placements; and support a structured career development and job readiness program for eligible students.

Manage industry partnerships that result in project-based learning opportunities.

Establish relationships with employers, colleges, and community-based services to ensure successful placements with good career pathway and other opportunities.

In collaboration with the KCC Job Corps team, will provide career readiness services to participants.

Support program outreach and recruitment efforts.

Monitor employment satisfaction by regularly speaking with employers and participants to ensure satisfaction (all efforts must be documented).

Collect employment verifications from employers.

Research local, regional, and national industry trends and employment opportunities.

Prepare written reports on a weekly basis of job development and placement activities.

Assist and provide guidance to separated or separating students during the prescribed service period; provide placement (employment, apprenticeship and post-secondary education enrollment); and transition services.

Provide positive, individualized services to graduates and former enrollees.

Other Duties

Qualifications

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Associate degree in human services, psychology, psychology, counseling, education, social science, business, communications, or closely related field and two years related experience.

Preferred Qualifications

Two (2) years' experience providing employment-related advisement to youth.

Strong organizational, time-management, and administrative skills.

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

Possess excellent interpersonal and communication skills.

Able to work in a diverse environment, exhibiting socio-cultural competence and empathy.

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

Excellent attention to detail and record keeping