



Career Counselor

Reports to the CPP and Counseling Services Manager and is a salaried, exempt position. Responsible for counseling students in all aspects of center life, e.g. personal and social development, vocational and educational training. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Actively collaborates with all other departments to best meet the needs of each student.
- Assesses and evaluates continuously those students assigned to them on both formal and informal levels. Provides assistance to students in continuing their education their education or entering into additional training; and in connecting with community services necessary for successful transition from school to work.
- Documents minimum of two monthly student contact counseling sessions for minors and one counseling session for adult students. Encourages adult students to sign permission form to counselor to contact them in the student's behalf. Frequency is adjusted for students on probationary status or with demonstrated need for more support.
- ESP and PCDP reviews are conducted. Information is reviewed and updated as needed. This review is documented in accordance with established timeframes in the PRH.
- Assists students in setting short and long-term goals, identifying strengths and career challenges and resolution of personal issues affecting career readiness.
- Completes ongoing assignments given by the Counseling/OCT Supervisors and all other program administrative personnel.
- Submits written student reports/evaluations as needed to outside agencies, referrals to Mental Health Consultant, Review Boards, or at the Center Director's request.
- Participates in joint sessions with resident advisors and the Center Mental Health Consultant. Reviews student records and completes special needs requests for Mental Health or additional specific counseling needs.
- Co-facilitates small group social skills sessions including employability skills, career success standards, and ODLE's Core Values.
- Collaborates with residential staff at least once monthly. Contact frequency will change as directed, or as individual circumstances require.
- Develops close working relationship with the Center Mental Health Consultant.
- Participates in all phases of Career Management Team decisions. Assesses students' transitional support needs and develops strategies to meet identified needs.
- Provides training to center staff on related counseling techniques.
- Participates in student orientation and development of employability plans for students.
- Performs AWOL Retrieval tasks; grants and verifies Leaves and Passes per PRH and Center Director mandates. Enters appropriate information in CIS.
- Tracks and manages projection data, updating weekly to ensure that students are moving as predicted in shop. Works with Academic Manager to identify and solve problems of academic concern.
- Conducts intake interview for new enrollees within 72 hours of on-boarding.
- OCT/CDS Counselors will routinely monitor their students' attendance as per department protocols; address conduct issues, arrange for staffing and/or other interventions to address below expectations performance.
- Is assigned Counselor On Duty for the weekends in a rotational order.
- Provides counseling-related assistance to all other staff functions within the center.
- Attends required staff training sessions.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Cultivates and maintains a climate on center that is free of harassment, intimidation and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Education and Experience Requirements:

- Bachelor's degree, including 15 semester hours of Social Sciences or related area. One-year experience in a counseling capacity or related field.
- Job Corps experience preferred.
- Valid State driver's license in the state of employment with acceptable driving record.

Additional Requirements: Ability to compose descriptive reports and use appropriate techniques to implement program activities. Ability to verbally direct individuals and groups and remedy dysfunctional behavior. Ability to intervene with students in crisis with aggression control/safe physical management restraint techniques. Must complete mandated training courses. Sound knowledge of counseling techniques. Excellent communication skills, both oral and written. Ability to effectively relate to trainee population. Ability to obtain and maintain CPR/First Aid certification. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

Working Conditions: This position involves frequent sitting, and occasional standing and walking. Applicant must be able to see, hear, and speak.

Environmental Demands: Position requires ability to spend 15% of work time outside and 85% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.