



Career Preparation Period (CPP)/ Counseling Manager

Reports to the Education and Training Director and is a salaried, exempt position. Manages vocational counseling unit to ensure that needed counseling services are available for and provided to all trainees in Academic and/or Career Technical Training areas. 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.
- Plans and manages the vocational counseling program.
- Projects on-going management and guidance to counselors in caseload management, case documentation and counseling techniques.
- Establishes performance standards to evaluate counselors' effectiveness and prepares Employee Development Plans to improve professional development.
- Assesses personnel needs and works with the Human Resources department to screen and interview potential staff members. Approves promotions, transfers and merit evaluations within the department. Prepares and conducts performance appraisals.
- Holds periodic case conferences.
- Holds weekly case conferences, utilizing the services of the center Mental Health Consultant.
- Ensures that the counseling program is in accordance with Job Corps policy.
- Provides agency resource contacts for counselors.
- Assists counselors in group counseling.
- Acts as a resource leader and trainer for other staff in areas relating to counseling.
- Ensures counseling case documentation is up-to-date and available for DOL and corporate audits.
- Observes SST training sessions and makes recommendations for improvement.
- May maintain an individual trainee caseload.
- Conducts in-service training sessions for departmental staff.
- Ensures departmental employment and affirmative action departmental objectives and goals are met.
- 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 in counseling, psychology or related field. Must have 15 semester hours of undergraduate or graduate course work directly related to counseling. Three years' counseling experience to include one year in a supervisory capacity.
- Prefer Job Corps experience.
- Valid State driver's license in the state of employment with acceptable driving record.

Additional Requirements: Sound working knowledge of counseling and supervisory techniques. Excellent communication skills, both oral and written. Ability to effectively relate to trainee population. Good organization skills. Ability to inspire and motivate staff. 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, walking, bending, stooping and squatting. Applicant must be able to see, hear, and speak.

Environmental Demands: Position requires ability to spend 5% of work time outside and 95% 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.