



Job Posting

Job Title: Counselor

Department: Center for Economic Self Reliance
Urban Senior Jobs Program

Salary: Full time \$40,000

Reports To: USJP Counselor

Note: The Urban League of Greater Pittsburgh will consider qualified applicants without regard to race, ethnic origin, religion, sex, color or handicap. Continued funding for this position is contingent upon annual appropriations.

Position Summary:

Works closely with the USJP Lead Counselor in managing the Program. Responsible for assisting in the recruitment, proper assessment, training, accurate and timely documentation of program services, and counseling of Urban Senior Jobs Program participants. Facilitates the development of appropriate IEP's (Individual Employment Plans), provides employment coaching and follow-up. Serves as a liaison between the project and the host agencies to which participants are assigned.

Position Responsibilities:

- Meets weekly with Lead Counselor to share progress notes, obstacles and eligibility concerns, etc.
- Recruits, interviews and conduct initial orientation of applicants.
- Responsible for the timely completion of participant assessments, case management notes and Individual Employment Plans (IEP)
- Enter data into the Department of Labor Database System (SPARQ)
- Facilitates participant orientation once participant eligibility is determined.
- Provides ongoing and personal employment-related counseling for participants through individual and or group session.
- Identifies needed support services for participants to maximize unsubsidized employment success.
- Provides ongoing assessment of participant skills and community service assignments and makes adjustment as needed.
- Provides follow-up support to participants once transitioned into unsubsidized employment.
- Monitors participant progress at host agencies
- Provides general supervision of participant staff on the participant skills assessment process related to training assignments.
- Perform other requested duties.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required.

Qualifications:

A bachelor's degree or experience in counseling/case management and working with economically disadvantaged workers and older adults. Demonstrated knowledge of the local workforce system, ability to write and analyze data for reports, and to function in a supervisory capacity. Must have strong computer skills

Mandatory Job Qualifications, Knowledge and Skills

- Knowledge of job training and employment programs and services
- Demonstrated ability to be creative, productive under pressure, deal with multiple activities simultaneously and meet deadlines within budget.
- Must be able to work independently, setting priorities and objectives with minimal supervision.
- Must be able to handle assignments quickly and efficiently, meet deadlines and handle confidential matters in a mature and responsible manner.
- Must be accurate, flexible, well organized and work well under pressure.
- Must have excellent written communication skills.
- Must be able to communicate with people in a variety of settings.
- **Must exhibit computer proficiency** including Microsoft Office applications (Word, Excel, Power Point, Outlook)
- Must have positive and professional attitude when dealing with participants, host agencies, employers, consultants, and colleagues.
- Must work with discretion, utilizing independent judgment and good decision-making skills, escalating to Lead Counselor as appropriate.
- Ability to travel.

Physical Demand: Must be able to reach, stand and bend on occasion.

General sign-off: The employee is expected to adhere to all agency policies. Act 33/34 & FBI are required.

Application Procedures:

Submit cover letter, resume, and three work-related letters of reference to:

**Victoria Goins
Vice President, Programs and Services
Urban League of Greater Pittsburgh
The Warner Center
332 Fifth Avenue, Fourth Floor
Pittsburgh, PA 15222**