

PA CareerLink has an immediate opening for a full-time *Workforce Counselor*. The Workforce Counselor provide assessment, planning, counseling and referral services to TANF and WIOA customers to support their workforce development activities and achievement of their employment goals.

DUTIES AND RESPONSIBILITIES

- Meet with individual customers referred by Workforce Advisors and other TANF and WIOA staff and provide assessment, counseling and referral services as needed;
- Use a strength-based, trauma informed approach to develop individualized plans to assist customers to address personal, family, and mental health focused issues that affect their employability;
- Meet with customers as required to implement steps in individualized plan;
- Build relationships with local organizations, become knowledgeable of resources and assist customers in accessing community resources as needed;
- Interact with onsite OVR Representative to coordinate services to customers qualified for OVR services;
- Ongoing evaluation of customer progress in achieving goals in plan and preparing for employment;
- Enter case notes as appropriate in identified systems to document interactions with customers;
- Facilitate group meetings of customers experiencing similar issues;
- Provide technical assistance to referring staff to assist in addressing customer issues;
- Assist in identifying areas of customer need for workshops;
- Facilitate workshops on life skills related activities for TANF and WIOA customers;
- Work with CareerLink Team Leads to identify training needs for staff;
- Schedule and facilitate training workshops for staff;
- Attend agency and funder meetings as required; and
- Other related tasks as needed.

QUALIFICATIONS:

- Master's Degree in Social Work/Psychology or associated degree preferred;
- Minimum of one year of experience providing social services or behavioral health services;
- Strong individual and group counseling skills;
- Excellent verbal and written communication skills;
- Sound knowledge of Office computer software;
- Sound knowledge of Philadelphia area and community resources;
- Ability to work in a team is required; and
- Ability to effectively take direction from a supervisor is required.
- Fully bilingual in both spoken and written English and Spanish is strongly preferred.

PA CareerLink offers a comprehensive employee health & wellness benefits program. Salary is commensurate with experience. Interested candidates should email a resume along with salary requirements to lroman@pacareerlinkphl.org and please indicate **WORKFORCE COUNSELOR** in the subject line. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140.

For more information, check us out on the web at: www.esperanza.us

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