

**Job title:**

Employment Counselor

Agency description:

As stewards of nearly 14 percent of New York City's land, the Department of Parks & Recreation www.nyc.gov/parks builds and maintains clean, safe and accessible parks citywide, and programs those parks with recreational, cultural and educational activities for people of all ages. EOE

The Agency's Parks Opportunity Program (POP) is an innovative transitional employment program which provides intensive skills training, adult education, employment counseling, job placement assistance, as well as paid work experience to Public Assistance recipients. Through this comprehensive approach, POP helps trainees attain independence and stability.

POP seeks experienced employment and job-readiness counselors to facilitate daily job readiness workshops with program trainees as well as perform individual case management. Through this work with the trainees, counselors are responsible for identifying individual barriers to employment and addressing those needs in an appropriate manner.

Duration:

Seasonal / 6 months from Mid November

Primary responsibilities of the position will include:

- Provide individual and group counseling with the goal of assisting participants to find employment and achieve goals related to job readiness and self-sufficiency.
- Conduct weekly group sessions of 20-30 clients following a standardized employment-counseling curriculum.
- Train and supervise subordinate personnel and maintain responsibility for operations of satellite counseling offices.
- Perform individual case management services, and maintain accurate and comprehensive computerized case records and progress notes.
- Evaluate client needs and barriers to employment, providing appropriate referrals and follow-up. Strong assessment and crisis intervention skills necessary.
- Work collaboratively with Job Development Staff, Training Staff and Senior Counseling Staff to guarantee comprehensive client services.
- Maintain appropriate tracking system to ensure quality of services for clients and to monitor client participation in work assignments, training and referrals.
- Under supervision, ensure best practices approach to counseling and assist in development and implementation of outstanding client service provision.

Requirements:

1. Baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above

Preferred Skills/Qualifications:

1. Experience working with the welfare-to-work population and knowledge of citywide resources.
2. Experience with case management and working with groups.
3. Spanish fluency is highly desirable.
4. Computer proficiency in Microsoft Word, Excel and Access.
5. High level of enthusiasm for helping people obtain employment.

Please email or send your resume and cover letter to:

Noelle Bonham
Parks Opportunity Program
24 West 61st Street/2nd Floor
New York, NY 10023
Noelle.bonham@parks.nyc.gov

Salary: \$15.53 per hr.

Type: Seasonal

Job Category: Counseling, Direct Social Services, Employment & Human Resources

Area of Focus: Job Training and Work Place Issues

Job Location: Brooklyn, New York