

Date Posted: 07/16/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Career Counselor

Employer/Agency: JFS Houston Employment Services

Job Description: Conduct intake interviews/orientations with program participants. Prepare Client intake and usage documentation. Evaluate the Clients' current status, clarify needs and abilities and help develop a job search plan with the Client, guiding them through the job search process. Identify and address obstacles and develop strategies for success. Effectively engage a wide range of individuals and personalities into the employment counseling process. Write and critique resumes and cover letters. Establish and maintain effective relationships with Clients and gain trust and respect. Hold Clients accountable for directing and managing their own job search. Assist Clients with the use of computers, the internet, social media and other tools necessary to conduct a productive search. Provide ongoing support to the Client with phone calls, email and face-to-face sessions. Work closely with the Director of Business Relations to match Clients with area employers, available jobs and/or professional volunteers. Develop a workshop and training curriculum. Conduct workshops and information sessions and secure other professionals in the community to support the training as well. Connect Clients to necessary community resources and services. Conduct outreach in the community. Maintain accurate and confidential records and documentation including intake documentation, case notes, monthly reports and service plans. Follow up with employed Clients and track retention.

Qualifications: Bachelor's degree required (master's preferred) with a degree in counseling or psychology, Human Services, Human Resources or related field with a minimum of 3 years work experience in employment services. Current knowledge of general principles and methods of leading a job search; adult education; labor market; computer software, applications and programs. Must have a professional resume' writing certification or be willing to obtain. Must have the ability to present the unvarnished truth in an appropriate and helpful manner. Intuitive with solid problem solving skills. Strong written and verbal skills. Proficiency in using common office computer applications such as word processors, spreadsheets, databases, email and internet is required. Flexibility in work hours; some evenings may be necessary.

Salary/Hours: DOE

Employer/Agency: Jewish Family Services Employment Services

Address: 4131 South Braeswood
City, State, Zip: Houston, TX 77025

Contact Person: Elyse Kalmans
Email Address: ekalmans@jfshouston.org

Application Method: Send resumes to Elyse Kalmans at ekalmans@jfshouston.org or to her attention at:
JFS Employment Services
4131 South Braeswood
Houston, TX 77025

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity.

Thank you