

TOMORROW'S WORKPLACE®

One Perlman Drive • Spring Valley, New York 10977
Telephone (845) 356-5100 • Fax (845) 356-5949 • www.tomorrowworkplace.org

Career Counselor (Part-time Position)

P/T Career Counselor position is needed to assist unemployed job seekers and career changers in need of clarifying and establishing educational/ training and career goals. Counselor will be responsible for coordinating resume writing and interviewing workshops. Conduct career assessments and general intake and comprehensive assessment of clients we serve. Also, counselor will be required to capture services provided and data enter information into a state operating system for accountability of services extended. Experience and familiarity with career assessment tools required. Able to work in a fast paced environment and easily adapt to working environment if essential. Requires Masters in Counseling and two years of related experience in a college career center preferred. \$25/ hour: Preferred days of availability include Monday's, Wednesday's and Friday's. Approximately 20 hours per week will be required. Start date is immediate; this is an independent contractor position/per diem and will continue contingent on availability of funding.

Required Education and Experience

Master's degree in counseling, education or a related field. Minimum of two years of experience (or equivalent part-time experience) in counseling services. An equivalent combination of education and experience may be considered.

Required Skills and Abilities:

- *Experience with identifying and serving the needs of unemployed workers with varying levels of educational and employment experiences. An understanding of the affective, cognitive, and social needs of the target population.
- *Leadership and interpersonal skills, as well as technological skills.
- *Demonstrated ability to handle and prioritize diverse tasks in a fast paced environment.
- *Supervisory experience.
- *Ability to work well independently and follow directives in servicing clients.
- *Proficiency with Microsoft office (Word, Excel and Access).
- *Ability to interact with people of all constituent groups.
- *Must be highly detail-oriented and possess the ability to work efficiently and effectively within deadlines.

Cover letters and resumes should be e-mailed to:

employment@tomorrowworkplace.org

Non-Discrimination Statement: Tomorrow's Workplace promotes equal opportunity for all people without regard for race, color, creed, national origin, sex, age, lifestyle, sexual orientation, or disability.