CAREERS @ ULEC

Program: Youth Services
Position/Title: Advocacy Counselor
Location: 506 Central Avenue
Hours: Two positions available – Full-Time (40 hours); Part-Time (20 hours)
Reports To: Youth Manager
Position Posted: Until position is filled

Basic Functions: Responsible for the recruitment, counseling, assessment, orientation, participant workshops and development of IEPs and follow-up of participants. Serves as a first point of contact and primary advocate for participants.

Responsibilities:
- Recruits, interviews and schedule initial orientation and assist with intake process for applicants
- Responsible for the completion and updating of participant assessments, case management notes, and IEPs
- Reviews, corrects, and ensures that all participant files are complete and accurate in accordance to ULEC guidelines
- Assists with participant orientations once participant eligibility is determined
- Provides ongoing personal and employment-related counseling for participants through individual and/or group sessions
- Identifies needed support services for participants to maximize unsubsidized employment success
- Identifies specialized training opportunities and provide follow-up
- Provides ongoing assessment of participant skills
- Ensures participant training reflects IEP and Case Notes
- Conducts follow-up and monitoring of participants after placement as well as post unsubsidized employment via telephone, e-mail, fax, and onsite visits
- Identifies local support services available at low- or no-cost
- Maintains participant records, files and materials in accordance with ULEC guidelines
- Types letters, reports and performs other clerical duties
- Performs other duties as requested

Qualifications:
- A bachelor’s degree in counseling and/or an acceptable combination of related education and training
- A minimum of two years’ work experience in counseling, employment services, administration, preferably with at-risk and hard to place populations
- Ability to communicate and relate well with people and understands the concerns and challenges of underserved residents
- Must have good computer skills, and proficient in Word and Excel
- Must be willing to work non-traditional hours and weekends, when necessary
- Valid Driver’s License a plus

How To Apply: E-mail resume/CV and cover letter to careers@ulec.org
In the subject line, write: Youth Services – Advocacy Counselor