

Sample

JOB DESCRIPTION

Position Title:	Employment Counselor
Summary of Duties:	Responsible for vocational counseling to all participants including; vocational assessment, development of Employment Training Plan, and follow up on placement.
Professional Qualifications:	Bachelor of Arts and/or three years experience in human development work. Knowledge of vocational assessment and counseling is preferred.

Duties and Responsibilities:

- ✓ Review existing data relevant to the individual.
- ✓ Utilize assessment and other information to orient participation of vocational counselor's role.
- ✓ Assess a participant's need/readiness for vocational counseling and develop an individual 'Support Service Plan' and Employment Training Plan.
- ✓ Provide appropriate referrals for individuals and families.
- ✓ Meet with clients individually and in groups to discuss placement planning, options, and process.
- ✓ Maintain monthly contact with clients who are working and training.
- ✓ Prepare and submit reports as required.

Salary Range

\$27,000-\$38,000 Appointments can be made above the minimum depending upon qualifications. Annual salary increases of up to 5% are dependent upon job performance.

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JOB DESCRIPTION

Director/Educational Specialist

General Statement of Duties:

Administration and coordination of community education programs, including hiring and training of staff, program development, and corporation record keeping.

Responsibilities:

- Develop and implement staff training in adult education and social services
- Develop program materials adapted to needs and interests of participants
- Develop and implement education and career planning workshops
- Assist participants with difficult social problems
- Network with other community agencies to provide a wide range of social services for participants
- Recruit staff and volunteers
- Train and supervise interns from the ASU School of Social Work and Women's Studies Department
- Financial Accountability
- Overall management of the community educational programs

Required Knowledge and Skills:

- M.A. in Adult Education, Social Sciences or related field
- Arizona Certification in ESL or ABE
- Knowledge of South Phoenix services and resources
- Experience in the administration of community-based organization
- Ability to work well with people from diverse backgrounds
- Bilingual in Spanish and English preferred

Salary Range:

\$40,000- \$50,000 – Appointments can be made above the minimum depending upon qualifications. Annual salary increases of up to 5% are dependent upon job performance.