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# Example of Employment Counselor Job Description

Our innovative and growing company is searching for experienced candidates for the position of employment counselor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for employment counselor

* May provide job search assistance including direct referral to jobs in the database
* Carries out special projects as requested by his/her supervisor or manager on or off site
* Assist participants with assembling documents as necessary to legally work within Nevada
* Work with participants once they have been employed to address issues that may arise after job placement
* Work with customers to access government-sponsored programs and receive program services
* Interact with program participants on a regular, daily basis either in person or via mail
* Educate customers on program services and eligibility requirements
* Assist customers in a multiple phases of the case management process, ranging from enrollment through the awarding of benefits and services
* Work with customers to meet and achieve program goals and maintain program services and eligibility
* Assist customers with acquiring services that facilitate program goals (e.g., educational and/or vocational training, medical, child care, transportation, substance abuse/mental health, child support establishment, legal, and other related needs)

## Qualifications for employment counselor

* May check with the candidate or the employer to assess quality and success of the referral
* Able to listen to customers, analyze expressed needs and suggest solutions and action plan
* Works well in teams and with resident customers and other staff (flexible, congenial and adaptable)
* Able to communicate orally and in writing at a business level
* Bachelor of Arts or Bachelor of Science degree and a minimum of one (1) year of experience as a Job Developer or similar position
* Familiar with the correctional system and current correctional policies