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# Example of Employment Counselor Job Description

Our innovative and growing company is hiring for an employment counselor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for employment counselor

* Establish a pipeline of employers who will hire members who match job opportunities
* Using Labor market information and leveraging on strong community relationships that include partners and employers who have programs or job opportunities in Staten Island
* Attend Staten Island Chamber of Commerce meetings and network with members who are business owners seeking to fill positions
* Work with our network of partners , SIEDC that offers positions on Staten Island that require higher education degrees and specific labor industrial skills
* Establish job orders with employers on Staten Island and across the city to refer JobsPlus members
* Work with Project Director to create and develop a prospecting plan of industries and job orders that will fulfill placement contract expectations
* Develop and connect members to paid internships that will include on the job experience that will lead to permanent employment
* Using our EQUUS corporate business relationships in these communities, create a plan and pre-screen and prepare members with a college degree and match them to the internships available
* Help members interview and find work post COVID-19 challenges to rethink job search and strategies, coaching to ensure that they are prepared and can interview via a virtual platform
* Network building support and coaching

## Qualifications for employment counselor

* High school diploma and minimum of three years of related experience in the juvenile field
* Bachelor’s degree in related field preferred and minimum of one year of related
* Master’s degree in related field and minimum of six months related experience in the juvenile field
* Experience with assisting Veterans in translating their military skills into the civilian sector
* Establishment of a one-to-one employment counseling relationship, including gathering customer information and relating it to the labor market
* The selection and utilization of standardized testing instruments