



Example of Employment Counselor Job Description

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Our growing company is searching for experienced candidates for the position of employment counselor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for employment counselor

- Develop a recruitment strategy for each employer by working with external and internal parties including executives, hiring managers, recruiters, faculty and staff
 - Maintain appropriate records, files and accounts to track the status of employer outreach
 - Collect and report all necessary statistics related to employer outreach efforts in industry areas for monthly review by supervisor
 - Conduct industry specific research and develop target lists for outreach efforts
 - Maintain a thorough and accurate Contact Relationship Management System showing evolution of the relationship for each assigned employer and strategies for enhancing/maintaining the relationship
 - May summarize services to customers who ask what we do
 - Continue a strong partnership with SBS/Workforce 1 partners that serve all boroughs
 - Use of Assessment tool post completion of college using Traitify/ Career pathways coaching and discussion upon completion of the degree, vocational, HSD
 - Use job mapping and other tools that will assist the member in matching skills and education to a job opportunity
 - Use of LinkedIn learning tools for post undergrad completion for videos and courses on next steps after college, professional and personal development
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- Proven understanding of disabilities and accompanying work assignment needs along with a knowledge and understanding of labor and disability law
- Proven training skills, vocational assessment skills, plan development skills and vocational counseling experience required
- Proven ability to work independently with little oversight
- Knowledge of local resources where the job is located is highly desirable
- High school diploma or GED and two years of customer service where skills learned are transferable to a Greeter position at Workforce Solutions OR equivalent combination of education and experience
- Two years of experience working at Workforce Solutions and a recommendation from current or most recent supervisor