

# job posting

<b>Position Title:</b>	<b>Employment Counselor</b>	<b>Department:</b>	<b>Skills for Life and Work</b>
<b>Salary:</b>	<b>\$31,000 - \$34,000 DOQ</b>	<b>Scheduled Hours:</b>	<b>8:00 am – 5:00 pm Mon-Fri One evening weekday shift 10:30 am – 7:30 pm. Day TBD.</b>

## Position Summary:

Assist a broad range of MFIP participants to attain self-sufficiency through employment. Promote and coordinate services with community partners. Conduct intakes and assessments with all participants. Develop individualized employment plans with participants. Present job search workshops. Produce multiple program reports.

## Position Responsibilities:

1. Provide Case Management services to all participants. Provide support services, including but not limited to, transportation assistance, child care, clothing, training/school costs.
2. Enter all information pertaining to participant demographics, program details and case notes regarding participant contact and progress into database.
3. Provide job search assistance to participants seeking employment.
4. Monitor participant progress on a weekly and monthly basis. Track participant progress on a monthly basis.
5. Develop employment plans with each participant.
6. Conduct comprehensive program orientation, intake process and assessments with all participants.
7. Maintain accurate and precise case notes for all case files including paper files and online databases.
8. Promote and recruit services with community partners.
9. Develop and monitor job search plans with participants.
10. Track, monitor, and produce statistical and narrative program reports.
11. Coordinate referrals with other counselors/agencies, training Institutions, and employers as appropriate.
12. Assists participants in problem solving and crisis resolution skills.
13. Identify job lead sources and refer participants for placement.
14. Represent YWCA St. Paul to community partners, and collaborate through multiple means of communication.
15. Collaborate with Director and team members to meet program goals.

**Qualifications:**

**Education:** Bachelor's Degree or equivalent degree in social work, counseling or related field.

**Work Experience:** 2+ years of experience in social work, counseling or related field. Experience in a non-profit setting focusing on creating opportunities for women's growth, leadership and empowerment, and the elimination of racism or a related mission is highly desired.

**Other Qualifications:**

- Ability to deal with confidential information
- Strong oral and written communication skills, interpersonal skills, planning and organizational skills. Strong attention to detail.
- Demonstrated professionalism and customer service skills.
- Strong analytical skills.
- Ability and willingness to respond efficiently and constructively to rapid change
- Computer skills including Microsoft Word, Excel, Outlook and databases.
- Ability to work in a team.
- Ability to work effectively with diverse populations and stakeholders.
- Demonstrated ability to work under tight deadlines
- Interruptions to work flow
- Work subject to precise measures of quality and quantity
- Concentrated attention over an extended period of time (e.g. 4 plus hours per day)
- Agree to mandated child reporting guidelines
- Valid Driver's License, proof of auto insurance and reliable vehicle

**The YWCA St. Paul offers competitive salary and benefits for eligible positions. The YWCA is an Affirmative Action/Equal Opportunity Employer.**

**To apply, send letter of interest, resume, and salary requirements to:**

Human Resources, YWCA St. Paul    fax: (651) 222-6307  
375 Selby Avenue                      email: [hr@ywcaofstpaul.org](mailto:hr@ywcaofstpaul.org)  
St. Paul, MN 55102                      phone: (651) 222-3741

**A United Way Community Partner**