

# **RYSE**

## **Job Title: Education & Employment Counselor**

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: Residential

Reports To: Executive Director

## **Job Summary**

Education and Employment Counselor to provide guidance and planning support relating to education and/or employment. Manage participant motivation, removal of barriers, assessments, pre and post testing and relational competency building, including facilitation of relationship wellness groups, and permanency and life mapping. Facilitate linkage to needed educational or employment resources and supports.

## **Essential Duties**

- Provides coaching and resource navigation services in areas relating to independent living skills development, educational and vocational services, health and wellness, leadership development.

Serves as client advocate when navigating education, employment, youth development resources etc. outside of the agency.

Provides assessment, safety planning, victim advocacy, guidance and life planning support to clients during weekly/daily communication.

Facilitates groups, workshops, and activities focused upon positive youth development and preparing for self-sufficiency.

Refers and links clients to appropriate community resources and provides wraparound support services as needed.

Supports clients' adjustment and motivation and provides crisis intervention when necessary.

Assists in youth development of self-regulation skills and impulse control.

Builds relationships with community partners, including those that represent post-secondary education, training and job development systems.

Transports clients when necessary.

Participates in and attends all staff meetings, staff development events and appropriate agency-

wide committees.

Maintains confidentiality and privacy standards of service partner protected health information and other applicable information and material in accordance to agency and center policies, and applicable regulations and laws including HIPAA, and state and federal laws on victim confidentiality.

Monitors client progress and maintains accurate records including data entry into approved database.

Prepares and submit required reports.

Performs other related tasks as assigned.

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

## **Education**

This position requires a Bachelor's degree.