

SPECIAL SERVICE FOR GROUPS

Title: Employment Counselor

Division: Asian Pacific Counseling & Treatment Center

Site: Wilshire Center

Supervisor: Program Coordinator

Summary

Under the supervision of the Program Coordinator, the Employment Counselor will perform outreach, employment preparation, development, placement and follow-along, and job coaching services to predominantly monolingual Chinese and Korean clients.

Essential Functions

- Outreach to employers through Job Fairs, Career Expos, or other employment networks.
- Develop and maintain a positive working relationship with employers and potential employers.
- Maintain an updated database of employers, the Job Opportunities Folder and the Employment Opportunities Job Board.
- Provide orientation, intake and assessment services to DOR referrals and screen other clients prior to referral to DOR.
- Educate client's families on their important role in the client's employment success.
- Develop individualized Written Rehabilitation Plans with clients that match the client's employment goals.
- Teach Job Preparation classes to help clients in job seeking skills, job interview skills, work habits, etc.
- Provide Job Placement and follow-along for up to one year after successful placement.
- Provide Job Coaching to clients that require additional on the job training and supervision.
- Organize and facilitate Job Clubs to assist clients in maintaining employment.
- Complete a monthly progress report for each client.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- A Bachelor's degree in Human Services, Psychology, Social Work or related field
- Proficiency in Korean or Spanish.
- Must have experience in working with people with disabilities.
- Knowledge and ability to work with multi-ethnic populations.
- Must be willing to work in the field.
- Must possess sensitivity towards people with disabilities.
- Must have a valid California driver license and reliable transportation. Proof must be submitted.
- Verification of employment eligibility and background check required.

Skills: We are recruiting candidates who have a passion working or wanting experience in the mental health field, who want to help under-served populations, candidates who are comfortable with field work in the Metropolitan Los Angeles area and are comfortable working with transitional age youth, adults and older adults with persistent mental illness. The candidate must be able to work independently in the field, manage their time efficiently, able to communicate effectively with their treatment team, supervisors and managers, willing to take initiative, be persistent and eager to learn.

Pay and Benefits: Competitive wages and opportunities for growth, Bilingual/field and on-call differentials, Licensure bonus, Mileage reimbursement, Employer subsidized medical, dental, vision insurance, Long-term disability insurance and Basic life/ AD&D coverage up to \$50K per plan tax free, Employer contribution of up to 7.5% of salary to the Mutual of America 403(b) Thrift Plan, Employee contribution of pre-tax earnings to the Mutual of America 403(b) Thrift Plan, Paid sick, vacation and 10 paid holidays, Flex spending accounts for medical and daycare expenses, Employee assistance program.

Email Resume to: employment@apctc.org **Attention: SSG/APCTC RECRUITMENT**