

Special Service For Groups – Asian Pacific Counseling & Treatment Centers

JOB ANNOUNCEMENT

Position: Employment Counselor

Location: Wilshire Center (travel within Los Angeles County required)

SUMMARY OF DUTIES:

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 Spanish and API clients.

RESPONSIBILITIES:

- 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 Club to assist clients in maintaining employment.
- Complete a monthly progress report for each client.

QUALIFICATIONS:

- Bachelor's degree from an accredited college with specialization in psychology, social work or related field.
- One or two years experience in mental health or related field preferred.
- Bilingual and bicultural in one of the following: Spanish, Chinese or Korean
- Must have experience working with people with disabilities.
- Must be willing to work in the field.
- Knowledge and ability to work with intergenerational and multi-ethnic Latino and Asian Pacific populations.
- Ability to function as a member of an inter-disciplinary team.
- Computer Literacy – ability to use MS Office, Outlook, Adobe programs, Electronic Health Record Software and any other relevant computer programs that are necessary to fulfill the required job duties.
- Must have a valid California driver license, car insurance and reliable transportation. Proof must be submitted.
- Eligibility of employment. Proof must be submitted.
- Background check will be required.

Submit cover letter and resume to:

employment@apctc.org

Special Service for Groups is an Equal Opportunity/Affirmative Action Employer