

CSS Workforce NY is seeking a full-time Employment Counselor to join our Emerging Workforce team.

- Work directly with program participants to determine eligibility, design Individual Service Strategy (ISS) and case manage.
- Counsel program participants to help them understand and overcome personal, social, or behavioral problems affecting their ability to obtain and maintain employment.
- Maintain accurate and complete paper/electronic files on program participants; perform data entry and account maintenance in the American One Stop Operating System (OSOS). Strong data management/computer skills.
- Instruct program participants in career development techniques, such as job search and application strategies, resume writing, and interviewing skills.
- Assess needs for assistance, such as rehabilitation, financial assistance, vocational training, or other appropriate services.
- Attend meetings, industry conferences and participate in training workshops/webinars.
- Plan and promote career and employment-related activities for program participants.
- Address community groups, employers and partnering agencies to explain available program services to aid in recruiting program participant.
- Review and understand Labor Market Information relevant to Chemung, Schuyler and Steuben Counties to offer appropriate career guidance to on demand occupations.
- Able to manage, track and report program enrollment details to supervisory staff.
- Ability to develop solid relationships with partnering agencies and maintain collaborative working relationships.

Associates Degree or 1-2 years' experience in human services case management.

Submit resume by July 30, 2021.

Apply via email: balliettp@csswfny.com

