



Adolescent Skills Center Vocational Counselor

Title: Vocational Counselor
Full Time

Position Objective: Provides vocational training, job development, and college preparation for students attending the Adolescent Skills Center.

Reports to: Program Director, Adolescent Skills Centers Bronx

Major duties and responsibilities:

1. Develops vocational curriculum and provides classroom vocational instruction to program participants.
2. Makes initial vocational assessment of participants within thirty (30) days of acceptance to the program and updates service plan every 90 days.
3. Develops and actively works to complete long and short-term vocational goals for participants and provides individual vocational counseling to participants.
4. Generates employment contacts for student job/internship placements. Maintains job development log and job placement/retention log.
5. Assists students with college applications, financial aid, and college preparation.
6. Implements creative vocational assignments/projects/opportunities for students, both in and outside of the classroom.
7. Responsible for accurate caseload entries and other assigned record keeping. At least 1 entry for each student every 2 weeks must reflect back to student goals and service plans. Case records are in compliance and DOHMH and MHA regulations.
8. Is an active team player, aiding students and staff in all programmatic areas, as needed.
9. Implements and supports a therapeutic environment by using strengths-based approach in all interactions with students, families, and staff.

Qualifications:

BA or MS. 2-3 years of vocational experience or related experience, experience working in a classroom setting, experience working with youth in mental health setting.

Please submit your resume via email to: mangulo@mhaofnyc.org