

# CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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<b>Title:</b> Employment Counselor	<b>Grade:</b> 5	
<b>Reports To:</b> Adult Employment Program Coordinator	<b>FLSA Status:</b> Non-Exempt	
<b>Supervises:</b> N/A	<b>Date Written:</b>	<b>Date Revised:</b>
		September, 2017

## POSITION SUMMARY

Provide a range of employment related services to individuals within the agency policies and program, demonstrates skills to assess service needs, develops service plans, and evaluates the effectiveness of services given to own customers under the general supervision of the Adult Program Coordinator.

## ESSENTIAL FUNCTIONS

1. Provides overall employment consultation to customers; meets or contacts clients for assessment and enrollment procedural services.
2. Obtains, analyzes and evaluates data necessary to implement customer services.
3. Develops and implements pre-employment/pre-vocational training plan for each individual needing pre-employment training services.
4. Accompanies customers to job interviews as needed.
5. Assists in the development and maintenance of prospective employers contacts.
6. Assists in the development and maintenance of an up-to-date job bank system.
7. Follows up on job placements.
8. Participates in the consultation with instructional and other service staff members for coordination of each customer's overall service plan.
9. Interprets agency policies and services to individuals or community groups.
10. Enters all necessary data into Effort to Outcome (ETO), Career Connect and/or ECM or similar Client Management System (CMS).
11. Prepares report and performs record keeping functions required by the agency. Completes accurately and in a timely fashion all necessary forms, such as statistical reports.

12. Other duties as assigned.

**OTHER FUNCTIONS**

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**MINIMUM REQUIREMENTS**

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**Education/Experience:**

ï High School diploma or equivalent. BA degree from an accredited college or university in social work or related human service fields prefers.

ï At least one year experience in human service or related fields.

**Skills/Knowledge:**

ï Ability to speak, read, and write fluently in English and Chinese. Cantonese is necessary, Mandarin and Toishanese is a plus.

ï Knowledge of Microsoft Office usage and other applications is preferred.

**Physical Demands:**

ï Ability to bend and lift a minimum of 15 pounds.

ï Must have the visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.

ï Required to frequently sit, stand and walk for extended periods.

**Environment and Scheduling**

ï Normal schedule to work from 9 am to 5 pm Monday through Friday.

**EMPLOYER'S RIGHTS**

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This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Management retains the right to add to or change the duties at any time.