



Job Title: Employment Counselor
Department: Employment Services
Location: Antelope Valley
Reports To: Program Manager/Program Director
FLSA Status: Hourly, Non-Exempt, Full-Time/Part-Time
Salary Range: \$19.00 – \$22.00 per hour

Basic Function:

Assist in the implementation of direct educational, employment, social services, leadership development, adult mentoring, entrepreneurial skills training, and comprehensive employment guidance and counseling appropriate for high-risk, at-risk, probation, foster care and/or low-income youth and young adults in order to help youth reduce their criminal involvement and recidivism and overcome barriers to success in their family, school, community, employment and life with a focus on developing educational and career pathways in high growth industry sectors. Programs include but are not limited to: Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth Program funded through the Los Angeles Department of Community and Senior Services; Los Angeles County Youth Jobs Program (LACYJ) and CSBG Employment and Employment Support Services. See Program Manuals and funding source Scope of Work or contract documents for more specific program information.

Responsibilities:

1. Facilitate employment preparation instruction individually or in groups;
2. Facilitate youth and young adult leadership development activities, mentoring activities and fieldtrips;
3. Facilitate individual assessment, case planning; vocational/educational activities, and outcomes planning;
4. Implement individual service plans;
5. Provide individual and group instruction in employment readiness, search and retention skills;
6. Conduct outreach and recruitment for eligible clients;
7. Implement comprehensive employment counseling services;
8. Assist in the development of client career pathways via collaborations with employers providing pre-apprenticeships, apprenticeships, and both subsidized and unsubsidized employment;
9. Assist in the development of client educational pathways via collaborations with vocational training providers from the ETPL pool that lead to postsecondary credentials in high growth industries;
10. Provide evidence-based dropout and recovery strategies to youth and young adults;
11. Provide performance and cost information to clients for training, activities and education;
12. Provide information and assistance with filing UI claims and financial aid documents;
13. Provide supportive services for youth and young adults;
14. Actively participate in Quality Assurance Plan execution;
15. Assist in the implementation of Volunteer recruiting, training and supervision for Employment Counseling Services;
16. Assist with coordination of employment related events, career fairs, partner committees, etc.;
17. Maintain twice monthly meetings with clients and monthly meetings with Collaborative Partners as assigned by supervisor;
18. Maintain accurate and up-to-date documentation following contract requirements;
19. Attend required meetings and trainings;
20. Provide services on a flexible schedule including evenings and weekends; and
21. Other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts.

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.

Required Education & Training:

1. Bachelors Degree in Criminal Justice, Social Work, Education, Psychology, Sociology or related field.
2. At least 5 years of related working experience with high-risk, at-risk, probation, foster care, and/or low-income youth and/or parents;
3. Experience with group facilitation, & group presentations or experience with home-visitation & case management.
4. Experience working with diverse communities;
5. Excellent verbal and written communication skills and attention to detail in documentation;
6. Computer literate;
7. Ability to travel for meetings and trainings;
8. Understanding of child, TAY and young adult developmental issues;
9. Ability to work evening, overtime and weekends may be required; and
10. Must have a valid California driver's license, excellent driving record, and auto insurance.

Preferred Education & Training:

1. Masters Degree in Criminal Justice, Social Work, Education, Psychology, Sociology or related field.
2. Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish; and
3. Familiarity with career development and educational development, as well as with service providers, employers, and high growth business sectors in the region.

Supervisory Requirements:

1. This position does not require supervision of any paid staff. However, this position may entail supervision of volunteers.

Please send a cover letter and resume to via email careers@asianyouthcenter.org.