



The Guidance Center of Westchester
256 Washington Street
Mount Vernon, NY 10553
TheGuidanceCenter.org

PLEASE POST POSITION AVAILABLE

POSITION: Career and Employment Specialist

PROGRAM: Vocational Services

HOURS: Full-time

JOB DESCRIPTION:

The Guidance Center of Westchester is located in lower Westchester County, walking distance to Metro-North. We offer excellent benefits including generous paid time off, health, dental, and vision insurance, 403b, free parking, and more. The mission of The Guidance Center of Westchester is to improve the well-being of people of all ages through innovative and effective programs that enable everyone to learn, work, and thrive.

The Career and Employment Specialist will work within the department of rehabilitative services, and will be responsible for an array of pre-employment and vocational rehabilitation services for individuals with mental health or learning disabilities, including adults, out-of-school youth, and high school students transitioning to the workforce. Major responsibilities will include:

- Assess strengths, skills, aptitudes, interests, and barriers to employment
- Conduct career exploration and career counseling activities
- Develop and conduct individualized community workplace assessments
- Develop work experience internships with community employers
- Advise on work incentive benefits for recipients of SSI, SSDI, Medicaid, and Medicare

- Teach self-advocacy, work readiness, and job search skills
- Prepare comprehensive assessment and progress reports with recommendations for career and education planning and additional support services and strategies
- Initiate and participate in case conferences with ACCES-VR Counselors
- Complete all required trainings
- Enter participant documentation to various databases
- Reports to the Vocational Services Coordinator

QUALIFICATIONS:

- Bachelor's degree is required. Master's degree in mental health counseling, vocational rehabilitation or guidance, is preferred;
- Minimum two years' experience providing vocational assessments, workforce development, career counseling, job coaching or related;
- Knowledge of ACCES VR services and procedures preferred
- Demonstrated ability to prepare professionally written reports containing assessment results and interpretations, progress toward goals, recommendations, and other material relevant to the provided service and requirements of ACCES VR;
- Excellent communication, organizational, computer skills

For immediate consideration, send resume to:

rliegner@theguidancecenter.org