



JOB ANNOUNCEMENT

Job Title: Employment/Vocational Counselor
Work Hours: Full Time

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Required Responsibilities:

Under direct supervision of the Employment Manager, the Employment/Vocational Counselor will be responsible for the development and operation of employment services.

Required Responsibilities:

- Provide oversight of ACCES-VR and OPWDD funded Supported Employment Services.
- Complete all required training hours prescribed by funders.
- Provide services, documentation and billing within designated time frame.
- Provide guidance through one-to-one vocational counseling to consumers.
- Develop a collaborative relationship with funders and the consumer’s natural and collateral supports.
- Provide job development for either paid or unpaid work.
- Conduct site visits per best practices.
- Maintain long-term follow up services to consumers.
- Provide limited case management services when necessary.
- Develop and maintain good working relationships with community employers.
- Performs other duties as assigned.

- Keep abreast of all state and agency regulations/operations procedures.
- Responsible for conduct, safety and supervision of individual participating in activities.
- Attend staff meetings and trainings as scheduled by supervisor.
- Maintain core-training requirements.
- Respond to quality assurance request for documentation.
- Abide by The Community Place Code of Conduct.

Physical Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk distances; use hands and fingers to handle, or operate computers, objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift, and/or move up to 10 pounds and specific vision abilities required by this job include close vision and ability to adjust to distances and focus at various distances.

Qualifications:

Preferred: Bachelor’s degree plus 1-year of relevant human services experience, or an Associate’s degree in human services and 2+ years of relevant experience. Must have a current NYS driver’s license with a clean driving record. **A criminal background check will be conducted as a condition of employment.**

The Community Place of Greater Rochester, Inc. is committed to leveraging the talent of a diverse workforce to create great opportunities for our business and our people. EOE/AA. Race/Color/Gender/Sexual Orientation/Gender Identity/Religion/National Origin/Disability/Veteran