



Counselor/Job Developer

Job Description

- **Salary:** *Negotiable*
- **Type of Work:** *Contractual*
- **Work Hours:** *25 hrs per week*
- **Program Operational Time:** *Monday thru Friday, 8:00 a.m. to 4:00 p.m.*
- **Number of Position(s):** *St. Croix District (1) Position*

Purpose

To provide ongoing support, advocacy, and guidance to program participants in order to help them deal with their personal, legal, and social service needs, especially those that interfere with their ability to meet the program requirements; to help them determine their job goals, improve their job search skills and identify local job opportunities; and to work closely with the entire staff to build the participants' leadership skills.

Responsibilities

1. Assess personal needs of the YouthBuild participants and identify resources to meet their needs.
2. To facilitate group sessions with YouthBuild participants.
3. Enforce YouthBuild Trainee Manual Policies and Procedures.
4. Advocate the human service, health, court and criminal justice systems to resolve issues facing the participants of the YouthBuild Program.
5. Direct participants to community resources available to them and develop liaisons with other agencies.
6. Coordinate supportive services, make referrals, and provide advocacy.
7. Monitor participants' receipt of services by developing and maintaining frequent communications with providers and others (e.g., family members, program employees, etc.).
8. Make home visits, as appropriate, to assess needs and support young people.
9. Meet with participants at regular intervals to assess their job and career goals, or immediate work needs.
10. Plan and organize job search skills workshops including interviewing, resume preparation, and other skills; organize career exploration and motivation activities.
11. Market the program and participants to potential employers; develop presentations in conjunction with YouthBuild Program Manager about the program.
12. Ensure that trainees are prepared before going to job interviews and conduct follow-up assessments.

13. Prepare participants stipend payments time and attendance sheets.
14. Provide internship opportunities in the public and private sector for participants of the YouthBuild program.
15. Meet weekly with staff to develop and maintain a consistent approach to supporting and expanding the personal growth and leadership skills of young people.
16. Coordinate and lead case management staff meetings.
17. Prepare weekly, monthly and/or quarterly reports as required.
18. Identify cultural, political and social events or activities that may take place after work hours and organize youth participation in such events.
19. Keep accurate and auditable service records to include participants' case files.
20. Other related duties as assigned to assure programmatic operation and goals are met.

Qualifications

1. Bachelor or Master Degree in counseling, psychology or related field or equivalent experience and training.
2. At least 5 years' counseling, job development, or crisis intervention experience with young adults.
3. Knowledge of human services, health, court and criminal justice system's programs, regulations, procedures, and alternative programs.
4. Understanding of issues facing young people in the community where the program is located.
5. Excellent public speaking, listening and written communications Skills,
6. Excellent interpersonal and problem solving skills; ability to relate to a wide range of issues, people and institutions.

How to Apply

Interested and qualified individuals must submit a cover letter stating interest, resume, police record as well as three (3) letters of recommendations in a sealed envelope to:

Marilyn Miller
Procurement Manager
Procurement Department
Virgin Islands Housing Authority
P.O. Box 7668
St. Thomas, V. I. 00801

These vacancies will remain open until filled.

If additional information is required, please contact Ms. Carla Joseph, Section 3/YouthBuild Program Manager at (340) 714-2102 or (340) 626-5553.