**JOB DESCRIPTION**

**Position Title:** Vocational Services Counselor

**Department:** Vocational Services

**Reports to:** Director of Vocational Services

**Employment Status:** Full Time

**FLSA Status:** Exempt

**Effective Date:** 04/04/2022

Since its founding in 1972, Interfaith Works (IW) has committed to supporting Montgomery County, MD’s most vulnerable residents by providing them with the basic essentials needed to live. Our 14 interrelated and co-located programs help to ensure our neighbors have access to shelter, food, clothing, medical care, employment support, and emergency resources. Our team of 130 professionals administer programs that include emergency financial assistance, distribution of free food and clothing, vocational services, and a complete continuum of housing. Together with 7,000 volunteers, we provide services to 35,000 individuals a year.

**POSITION SUMMARY**

The Vocational Services Program (VSP) helps low-income Montgomery County residents and people transitioning out of homelessness achieve economic self- sufficiency through meaningful employment, while meeting the needs of employers by providing qualified, dependable employees to build long-term careers.

The work we do can change people’s lives. Getting a job can have a powerful ripple effect that starts with the individual and expands to their family, their community, contributes to the local economy, an-d can reduce dependence on social services. We work one-on-one with our clients, and we customize our approach based on each client’s specific circumstances, while simultaneously coaching them through a job search process that is disciplined, focused, and requires client engagement and accountability.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

* Leading vocational clients through a targeted job search process, including an intensive one-on-one counseling and coaching program, to build job search skills and confidence, and to encourage accountability.
* Conducting vocational and skills assessments for clients referred to the program.
* Preparing clients for marketplace jobs with a series of job readiness classes.
* Encouraging and motivating clients throughout the job search process and establishing accountability.
* Assisting with the job application process, including preparing and practicing for interviews.
* Building relationships with area employers and developing specific job leads.
* Identifying free and low-cost training or educational opportunities.
* Providing clients with ongoing support for employment retention success.
* Collaborating with case managers, therapists and other service providers to achieve optimal outcomes for all clients.
* Other projects/duties as assigned for the overall benefit of the development department and the organization.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

Required

* Fluency in Spanish and English
* Strong interpersonal, communication (verbal and written), and presentation skills
* Valid driver’s license and safe and reliable transportation
* Proficiency in Microsoft Windows and Office365 (Word, Excel and Outlook), with experience using virtual meeting tools, such as Zoom.
* Effective organizational skills in documentation, service planning, and follow- up.

Preferred

* Bachelor's degree
* A minimum of one-year experience working with low-income populations, or with those experiencing homelessness, is preferred.
* Experience in preparing effective resumes and cover letters is preferred.
* Ability to work independently as well as collaboratively in a high-functioning team; creative problem-solving, and capacity to multitask and prioritize.
* Knowledge of supported employment programs for clients with co-occurring disorders, mental illness or other lifelong disabilities is a plus.
* Knowledge of the DC Metropolitan Area labor market and familiarity with local industries and sectors is a plus.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**TO APPLY**

**Interested candidates must submit a resume, cover letter and salary requirement with their application to be considered. Applicants must apply through**[**this link**](https://iworksmc.isolvedhire.com/jobs/)**. Please send any questions about the application process to info@iworksmc.org.**

***Interfaith Works is an equal opportunity employer which values diversity, equity, and inclusion. We are committed to a continued focus on equitable hiring, training, promotional practices, and policies. We are a drug free workplace and comply with ADA regulations, as applicable.***