



JOB DESCRIPTION:
Employment Counselor

TITLE: EMPLOYMENT COUNSELOR
PROGRAM /
DEPARTMENT: EMPLOYMENT SERVICES
SUPERVISOR: DIRECTOR OF EMPLOYMENT SERVICES/
EMPLOYMENT SERVICES COORDINATOR

FUNCTION: Primary responsibility is to make customized employment placements and provide long term follow job maintenance support for people with learning and/or developmental disabilities. Works with individuals we support, business and support teams to see that successful employment is an achievable goal. Provides ongoing supportive counseling, case management, and goal-related employment services to individuals with learning and/or developmental disabilities toward the goal of maintaining employment.

JOB RESPONSIBILITIES

1. Represents Starbridge in the community as one of the primary employment liaisons and disseminates job leads to other staff.
2. Using evidence-based strategies, secures placements with / for individuals.
3. Documents contacts and progress of each individual by way of SEMP plans, case notes, monthly reports, and satisfaction surveys.
4. Stays in communication with ACCES-VR counselors and Employment Services Director regarding progress.
5. Provides supportive counseling services to an established caseload of individuals in order to support the acquisition or maintenance of competitive or customized employment with opportunities for career growth.
6. Responsible for working toward individuals' goals throughout the month.
7. Provides comprehensive case management and training services, including, but not limited to, the following areas: mental health needs, benefits management, housing issues, medical care, transportation, social, recreational, crisis intervention, community based assessments, and other areas that may impact quality of life and ability to maintain successful employment.
8. Collaborates with all community service providers and natural supports involved in each individual's life.
9. Assesses individual needs and acts as a referral agent and advocate with employers, co-workers, ACCES-VR, OPWDD and community service providers.
10. Assists individuals in developing individualized semi-annual or at points of program change, Supported Employment Plans and provides support in attaining career goals and objectives.
11. Fulfills the responsibilities of fellow Employment Services staff members in their absence as requested by supervisor.
12. Maintains a respectful posture when representing Starbridge in any capacity.
13. Attends trainings as needed and recommended by agency and supervisor.

14. Abides by Code of Conduct, which incorporates the corporate compliance section.
15. Performs other duties as assigned by supervisor.

QUALIFICATIONS

- Associate’s Degree or High School Diploma with demonstrated experience and certificates in Supported Employment or Vocational Rehabilitation required.
- Two years of work experience in a job coach / job developer role preferred.

REQUIREMENTS

- Valid New York State driver’s license.
- Ability and willingness to travel anywhere in Monroe County and surrounding counties as needed.
- Ability to work a flexible schedule as it pertains to the changing needs of the caseload.
- Ability to effectively utilize Microsoft Word, Outlook, Excel and the Internet.
- Must complete 24 hours of OPWDD’s Innovations in Employment Supports training within first year of employment.

OTHER COMPETENCIES

- Ability to establish and cultivate productive relationships with potential employers required.
- Ability to establish and maintain relationships with individuals on caseload, employers and colleagues required.
- Ability to communicate verbally and in writing required.
- Ability to manage multiple tasks, priorities and deadlines required.

I have reviewed and understand my job description. Job descriptions are reviewed periodically.

Signature

Date