



Date: September 2019

Role Description

Ministry: Center for Hope - Employment Services

Role Title: Career Counselor Team Member

Pipeline Level: Team Member

Reports to: Employment Services Ministry Leader

Purpose Statement: The Career Counselor works one on one with partners to ascertain career/vocational goals. The Career Counselor meets with the Partner on a regular basis to follow up on measurable progress made by the Partner through their activities related to their career goals.

Responsibilities:

- Attend Cornerstone Orientation class and Boundaries class within the first year
- Establish a trusting, collaborative and Christ centered relationship with each partner
- Provides individualized follow-along support to assist partners in maintaining employment.
- Write Employment Vison Plans with partner input and adjust plan according to partner needs and preferences.
- Work with Partner on completion of resumes, cover letter, online completion of applications, and gathering and assistance in recalling the necessary information for the above.
- Provide a hopeful outlook on employment prospects with all partners while focusing on the partner's strengths and value to the workforce.
- Works with Partner to recognize, nurture and grow their resources and connections in the church and local community as it relates to obtaining and maintaining employment.
- View job descriptions utilizing website portals/resources such as Indeed.com and Onetonline.org to assist with matching the partner's skills and abilities to workforce needs
- Provide support, counsel and coaching on employment issues via face to face meetings, phone calls, texting and email communication.
- Maintain accurate and timely notes and other records to document progress toward the partner's goals in the program.
- Work with the Partner on implementing career readiness, job searching and retention strategies.
- Build relationships with local business and employers in the community, while assisting individuals to build connections with employers and resources in the local area.
- Participate in prayer for the Center for Hope.
- Become knowledgeable of the Center for Hope Ministry goals and objectives

Time Investment: 3-4 hours per month

Commitment: 1 year

Prerequisites:

- Joyfully attend worship services on a consistent basis
- Complete the online application
- Interview with Guest Orientation Team Leader
- Be supportive of Hope's mission and leadership
- Attend Center for Hope Orientation Class
- Actively lives out the 5G's
- Display basic computer skills

Competencies:

- Actively lives out the 5G's of discipleship
- Must be able to receive constructive feedback
- Must be able to confront relational challenges in a Biblical manner
- Displays strong customer service, verbal and interpersonal skills
- Has a positive attitude and work ethic
- Friendly
- Behaves professionally
- Has strong organization skills
- Able to handle all special requests as required.
- Displays critical thinking and problem-solving skills