



## **Career Counselor**

Opportunity Junction seeks a career counselor with experience in the healthcare field to help launch our Antioch Certified Nursing Assistant Program. (CNA experience required). At Opportunity Junction, we believe that everyone who works hard deserves the opportunity to succeed. We help motivated Contra Costa job seekers gain the skills and confidence to launch careers leading to financial security.

To be a good fit, you'll need to have experience coaching and counseling job-seekers with addressable barriers to employment. We like to say that relationship is our "secret sauce;" a strong candidate will have a gift for building strong relationships and trust quickly and a penchant for digging deep and helping clients overcome personal barriers.

The primary role of the Career Counselor will be to provide a full range of services, including:

- Outreach, screening, and eligibility determination for individuals within our target population;
- Conducting assessments, creating individual employment plans, and coordinating client enrollment in our CNA program;
- Individual case management and support; motivating clients as they overcome personal barriers and gain employment;
- Resume and cover letter writing and revision;
- Group instruction on various life and career skills;
- Timely tracking of data using a customized Salesforce database; and
- Other related duties as assigned.

The successful candidate must have the ability to build strong relationships and have a data-centered focus for measuring client progress. We are looking for someone with excellent writing skills (resume and cover letter writing and proofreading); an aptitude for entering and analyzing data (we are highly data-driven and data-informed); strong organizational skills; and the ability to work in a fast-paced environment.

Our culture is nimble, implementing current best practices and embracing new opportunities while learning from mistakes, and you should be, too. If we can find a better way to serve our job seekers or the employers who hire them, we want to make it happen.

### **Requirements:**

- CNA licensing
- Experience in vocational counseling or management;
- Comfortable delivering direct instruction to motivated job seekers;
- Experience helping clients in job search including resume writing; and
- Ability to sit at a desk for most of the day.

**Necessary Competencies (should have these or demonstrate the ability to develop them):**

- **Relationship building:** Ability to establish strong relationships with demographically diverse clients, including those who have difficulty putting their trust in authority figures, and ability and desire to counsel clients using strength-based approaches;
- **Written communication:** Excellent written and oral communication skills, including clarity, precision, use of English grammar, and ability to hold listeners' attention;
- **Adaptability/Flexibility:** Ability to adjust style and approach according to current organizational priorities and situations; and
- **Technology:** Proficient in Word and Excel, and in use of Internet-based applications, including the ability to efficiently enter data into online database systems (Salesforce) and understand online job search systems

Salary range is \$48,000-\$54,200 based on fit and experience, and benefits include 16 days of holidays along with a starting vacation accrual of 3 weeks per year.

Applications will be accepted by email only, addressed to Director of Programs Brianna Robinson and must include a resume and cover letter, attached as Word documents, that serve as an initial demonstration of your qualifications for the position.