



## Vocational Counselor

**Department:** Disability Services

**Reports to:** Director of CIE

**Classification:** Full-time, non-exempt

**Salary:** \$50,000

### Essential Functions

- Manages a caseload of individuals who have disabilities, tracks and records participant's progress through program phases.
- Provides intake interviews to program participants and orients them to the JVS program.
- Researches, develops and delivers curriculum for programmatic groups and activities.
- Gathers information from participants, their family members and community stakeholders who are all involved in the discovery and support needs planning process.
- Engages participants in a discovery process which gives a global picture of each individual and matches their education, talents and interests with employer needs.
- Works with participants on self-awareness, self-analysis and investigation of job interests and options
- Provides liaison with referral sources and reports to them as appropriate.
- Refers participants to various service providers in the community depending on needs and coordinates services with other service providers as needed.
- Provides specialized services for NJDVRs program participants which includes but is not limited to Customized Employment Services, Community Based Work Evaluations, Pre Employment Transition Services.
- Coordinates and develops field trip sites for participants.
- Assists with transportation needs and travel training when needed.
- Reaches out to area employers for the purpose of developing community-based activities for participants.
- Attends various community-based activities with participants.
- Refers participants to career services and follows up job placements as per program requirements.
- Participates in preparations for CARF accreditation as needed.
- Performs other duties consistent with program needs and not calling for materially different skills.

### Qualifications and Experience

- Master's Degree in Rehabilitation Counseling, Vocational Counseling, Psychology and/or related fields.
- Experience in providing counseling services to people who have disabilities.
- Strong verbal, writing and computer skills. Must have a strong background in running group activities.

***Please send resumes to [aduenas@jvsnj.org](mailto:aduenas@jvsnj.org)***