

## **Career Development Counselor – Full-Time (\$14 hourly with benefits)**

Make a difference in people's lives and enrich your career. We are a quality driven non-profit agency serving hundreds of individuals with intellectual and developmental disabilities. We have an opening for a full-time experienced Career Development Counselor, who will conduct a daily program of education and training for our participants. The Career Development Counselor will also provide case management assistance to adults with intellectual and developmental disabilities, collaborate with other agency representatives in assessments and case management plans in accordance with policies, procedures, and guidelines.

### Duties include, but are not limited to

- Provide counseling and vocational guidance for participants on assigned caseload.
- Develop appropriate behavior modification and intervention programs for participants, as needed.
- Review schedules and confers with staff to assure objectives and outcome are met for program participants.
- Collaborate with Regional Center, Rehabilitation Counselors, and others as assigned to assist in the planning and accomplishment of individualized goals and objectives.
- Conduct annual staffings with participants and families and assure that participant files are complete, including reviewing all chart documentation for thoroughness and compliance with agency standards.
- Prepare written reports on participant progress, staffings, plans, incidents, and behavior contracts.
- Responsible for following safety procedures and for reporting all incidents.
- Perform additional tasks and duties as may be assigned.

### Requirements

MUST be at least 21 years of age

BA/BS degree from an accredited college or university, in rehabilitation counseling or related field, preferred

One year experience required in counseling persons with intellectual and developmental disabilities

MUST pass criminal background check

California driver's license, with a good driving record required

Bi-lingual preferred

**Please no visitors or phone calls**