

## **Vocational Education Counselor - Full-Time 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 Vocational Education Counselor, who will conduct a daily program of education and training for our participants. The Vocational Education 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.

Under the direction of the Coordinator of Counseling, the Vocational Education Counselor conducts a daily program of education and training for the consumer.

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.
- Maintain current accurate records of program activities and productivity of participants on assigned caseload.
- Conduct annual staffing's, prepare written reports on participant progress, plans, incidents, and behavioral contracts.
- Responsible for following safety procedures and for reporting all incidents.

### Requirements

BA/BS degree in Rehabilitation Counseling or related field, from an accredited college or university

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

Demonstrate good individual counseling skills

Bi-lingual preferred

Valid California driver's license

Must pass criminal background check

Must be proficient with Microsoft Word, Excel, and PowerPoint

Pay rate \$14-\$16 per hour plus benefits

**Please no visitors or phone calls**