

Vocational Educational Center/Career Development Counselor – Full-Time (\$15 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 Vocational Educational Center/Career Development Counselor, who will be responsible for organizing daily schedules for supported employment participants, employment specialists, and job coaches. The person will also provide vocational and 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.
- Provide job development services to prospective employers for participants looking to become employed. Build close relationships with employers.
- Responsible for following safety procedures and for reporting all incidents.

Requirements

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 in Spanish preferred

Please no visitors or phone calls