



## VOCATIONAL SERVICES POSITION DESCRIPTION

### Bilingual Vocational Counselor

The IW Vocational Services Program equips people transitioning out of homelessness and other low-income residents of Montgomery County to achieve economic self-sufficiency through meaningful employment, while meeting the needs of employers by providing qualified, dependable employees to build long-term careers.

The Vocational Services Program prepares clients through job readiness classes, skills assessments, training in computer skills and financial literacy, customized job preparation and placement, and ongoing support for employment retention success. Clients work one-on-one with English- and Spanish-speaking vocational counselors to hone their skills, identify educational opportunities, develop resumes and cover letters, practice before interviews, and secure and maintain jobs. The Bilingual Vocational Counselor is a full-time position.

#### **Responsibilities:**

- Conducting vocational and skills assessments for clients referred to the program.
- Preparing clients for marketplace jobs with a series of job readiness classes.
- Leading clients through a targeted job search process, an intensive individualized counseling and coaching program, to build job search skills and confidence, and to encourage accountability.
- Assisting with the job application process, including preparing and practicing for interviews.
- Building relationships with area employers and developing specific job leads.
- Identifying free and low-cost training or educational opportunities.
- Providing ongoing support for employment retention success.
- Collaborating with case managers, therapists and other service providers to achieve optimal outcomes for all clients.
- Performing other duties as assigned.

#### **Qualifications:**

- Master's degree in Human Services field with emphasis in vocational counseling desired.
- A Bachelor's degree with vocational counseling experience will be considered.
- Knowledge of supported employment programs for clients with co-occurring

- disorders, mental illness or other lifelong disabilities.
- Experience with the low-income and homeless population is ideal.
  - Knowledge of the DC Metropolitan Area labor market and familiarity with local industries and sectors.
  - Excellent writing, referral, and community collaboration skills.
  - Effective organization in documentation, service planning, and follow-up.
  - Capacity to prioritize and manage multiple tasks.
  - Well-developed presentation and facilitation skills.
  - Ability to work independently and as a team member with the staff of Interfaith Works.
  - Proficient with Microsoft Windows and Office365, including Outlook, Word, Excel, and PowerPoint.
  - Valid driver's license and safe and reliable transportation is required.
  - Bilingual (English/Spanish) is required.

**Supervision:**

The Bilingual Vocational Counselor reports to the Program Director of the Vocational Services Program.