



JOB DESCRIPTION

ACADEMIC AND CAREER COUNSELOR

PATHWAY HOME 2 (PH2)

POSITION SUMMARY:

Collaborate with participants and assist in developing and achieving academic and career goals by helping them cultivate good study habits and preparing for training, financial responsibilities and educational assessments and evaluating participant progress. Build rapport with participants to ensure continuous connection during post-release and 12-month follow up period. Coordinate/deliver assessments, including CASAS, and assist in developing educational goals and selecting educational activities. Counselor will explain available services and resources. Complete all required participant documentation in MoJobs and in-house systems in compliance with intra-agency, federal, state and local requirements.

ESSENTIAL JOB FUNCTIONS:

- Welcome all participants with high quality customer service and ensure all services are introduced.
- Administer CASAS, as needed, and required program assessments and registration.
- Assist in development of educational goals and selection of appropriate educational activities.
- Assist in coordination of referrals to remedial education and HiSET, as needed.
- Organize, coordinate and maintain records and vital information.
- Complete required participant documentation in MoJobs and MET Databases.
- Communicate effectively with all team members, management and participants.

SKILLS AND ABILITIES:

- Demonstrated ability to work in a team environment.
- Demonstrated ability to complete various tasks and provide appropriate follow-up with participants, team members and management.
- Strong oral and written communication skills.
- Demonstrated superior Customer Service skills.
- Demonstrated strong documentation skills.
- Proficient in MS Word/PowerPoint/Outlook; MoJobs Database experience is a plus.

QUALIFICATIONS:

- Bachelor's Degree in Social Services, Human Services, or a related field of study and/or 3-5 years of social services or business experience.
- Must demonstrate experience working in a demanding, fast-paced work environment.
- Must demonstrate excellent attention to detail.

The duties identified above are meant to describe the general nature and level of work performed; they are not intended to imply that these are the only duties. Employees will be required to follow other job-related instructions and to perform other duties as requested in compliance with state and federal laws. Job functions are performed on site and may be modified, as needed.