

## **The National Caucus and Center on Black Aged, Inc.**

### **Job Counselor**

The NCBA Job Counselor performs a wide variety of services namely job recruiting, counseling, training and placing participants within their specific geographic area. The primary goal of this position is the unsubsidized placement for participants.

#### **NOTE:**

This is a federally funded Title V subsidized jobs training position that requires age and income eligibility guidelines be met for enrollment as a Job Counselor.

#### **Reporting Relationships:**

The Job Counselor is under direct supervision of the Program Coordinator and is under the immediate supervision of the Job Developer

#### **Duties and Responsibilities:**

- Process prospective participant intake/application
- Keep aware of employment resources for participants and make contact with local businesses in attaining unsubsidized employment
- Via radio, newspaper and public announcements
- Internet Job Search, obtain written and electronic listings
- Form alliances with businesses that promote hiring seniors
- Provide Area leaders & participants with occupational opportunities, job requirements, job fairs and training resources in their county
- Provide counseling, training, placement and related support services to participants with unemployment problems
- Schedule interviews for participants with employment agencies, follow up on participant(s) application, job referrals and interviews
- Report to the Workforce centers regularly (if not stationed there) for job openings or any services related to seniors
- Ensure exit interviews are completed on all participants placed in unsubsidized employment
- Become the advocate for the NCBA/SCSCP participants in the employment sector
- Perform other duties as assigned by the State Program Coordinator

#### **Interested applicants, please contact:**

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