Job Description

Job Title: Vocational Rehabilitation Center (VRC) Workforce/Rehab Counselor

VISIONS is seeking highly qualified candidates for the position of VRC Workforce/Rehab Counselor. Come join this exciting opportunity to launch NY State First Residential Vocational Rehabilitation Center.

Summary

Under the supervision of the VRC Director, the Workforce Counselor provides a range of prevocational skills, job readiness and computer skills training to legally blind clients enrolled in the Vocational Rehabilitation Center (VRC) programs at the VISIONS Center on Blindness (VCB) campus. Such programs may include vocational skills training courses, internships, work experience trainings, placement services, and work readiness classes.

The primary function of the Workforce Counselor is to work with clients enrolled in the VRC sessions helping them identify, prepare for their vocational goals and maintain successful employment. Efforts are, therefore, focused on meetings with the clients to provide information, counseling, and when necessary, technical assistance. Services are provided in-group and one-on-one settings as appropriate. The VRC Workforce Counselor may, as needed, be assigned to other programs within the VCB campus.

The Workforce Counselor provides clients with technical assistance in completing applications, developing resumes and cover letters, and improving interview skills. The Workforce counselor also focuses on assisting the clients with job retention and completion of internships prior to paid employment.

The Workforce Counselor accomplishes these responsibilities with dependability, initiative, and creativity. This position requires a strong ability to multi-task. This position also requires solid interpersonal skills, an ability to work well in a team setting, careful attention to detail and the treating of personal information with confidentiality.

Essential Duties and Responsibilities:

1. Assist clients with job readiness, job search techniques, resume development, job applications, and interviewing techniques. Establish and maintain regular meeting schedule with an assigned caseload of clients during each program session and maintain comprehensive case notes.

2. Offer counseling to job seekers of all ages, to assist them in overcoming any barriers to success. Such barriers may include, but are not limited to: difficulty with adjusting to blindness, workplace anxiety, other health conditions, housing issues, loss of benefits, and family problems.
3. Assess clients’ job readiness including qualifications, practical skills, career interests, strengths and weaknesses.
4. Assist the VRC Director with job task and environmental analyses of prospective externships, positions and work sites.
5. Conduct research to find interesting and engaging topics and assist with the planning and facilitating of group instruction
6. Monitor client internships and work experience activities for attendance, proper timesheet submissions and technical support, as needed.
7. Provide computer skills and/or customer service group training to all clients enrolled at the VRC. Document progress notes and share written summaries with VRC Director.
8. Maintain an organized system of recording and tracking client progress towards their training and/or employment goals. Case notes should document services such as specific plans for placement, milestone achievements, telephone or face-to-face meetings, and any follow-up activities.
9. In collaboration with other VISIONS workforce staff, assist in the development of new curricula/lesson plans for the work readiness trainings.
10. Independently complete all required written reports in compliance with standardized departmental guidelines and submit reports to the VRC Director.
11. Represent the agency, as requested, at job related functions with business, government, and community agencies (this includes job fairs, networking opportunities, employer awareness events and educational conferences).
12. Other duties as assigned.

Qualifications
The successful candidate will be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Master’s Degree in Rehabilitation Counseling, Mental Health Counseling or Social Work is required.
- Experience in a work readiness setting and/or training environment.
- Familiar with assistive technologies used by persons with impaired vision (e.g. screen-readers, screen-magnification, video magnifiers, refreshable braille displays, OCR systems, electronic notetakers, smart phones, etc.).
- Proficient in use of all standard PC office applications (word-processing, spreadsheet, Internet, and email communications.
- Knowledge of barriers to employment faced by individuals with disabilities.
- High expectations for success of clients, a positive attitude and ability to motivate clients.
- Must be organized, self-starting, assertive, resourceful and goal-oriented.
- Must be able to work independently, and accomplish certain tasks with minimal supervision.
- Excellent interpersonal and written communication skills.
- Ability to relate well with populations of all ages and cultural backgrounds.
- Fluency in Spanish a plus.
- Ability to work evening and weekend hours.

**This is an exempt position.**

**Salary:** Commensurate with education and experience. Generous health and other benefits including 4 weeks paid vacation.

**Primary Location:**

Vocational Rehabilitation Center located at VCB campus, 111 Summit Park Road, Spring Valley NY.

VISIONS is a 501(c) 3 nonprofit vision rehabilitation and social service agency incorporated in 1926. VISIONS provides service for blind and visually impaired people of all ages in the Greater New York Metropolitan Area.

VISIONS is an equal opportunity employer. All job candidates, consultants, volunteers, and interns 18 years of age and older, must consent to a background investigation, reference and education verification.

Qualified candidates should send a cover letter, salary history and resume to:
Ruben P. Coellar, Chief Program Officer
rcoellar@visionsvcb.org