

**Company Website**

www.uaii.org

**Job Location**

Long Beach, Santa Ana

**Department**

Workforce

**Salary Range**

\$18.00-\$22.00

**Hours/week**

24 hours per week

**Type of Position**

Part-time

**Reports to**

Workforce Development Director

**Supervises**

None

**Classification**

Hourly/Non-Exempt

**Status**

Regular

***Submit your resume directly to our ZipRecruiter posting for consideration at:***

<https://www.ziprecruiter.com/jobs/united-american-indian-involvement-inc-1f4fb987/career-counselor-6c6c2fb3>



## **Ideal Professional**

Looking for passionate individuals that want to make a difference by guiding and encouraging American Indian/Alaska Native's to establish a self-sustaining way of living. The part time Career Counselor will provide resources that will serve as a stepping stone in finding jobs for American Indian/Alaskan Natives. On a long-term basis establish counseling to participants to further develop their skills and establish a clear career path that leads to employment or self-sufficiency.

## **Job Responsibilities**

- Evaluate eligibility and create an individual Employment Plan of service to clearly define a path to employment with participants
- Identify participants for work experience, classroom training or on-the-job training would be appropriate and guide them to those activities and monitor the progress of these trainees, including job retention counseling, to ensure their successful completion of the activity
- Outreach to local agencies and businesses to obtain current and accurate information on employment and training opportunities for participants to include training site locations for Work Experience (WEX), On the Job Training (OJT) or Internships
- Build and maintain strong relationships with local employers and partner with local agencies and businesses to identify resources to address and maximize customer employment retention and career development
- Comfortable in traveling up to 50% within Los Angeles and Orange Counties for meeting clients and office visits

## **Qualifications**

- 3 years related work experience in workforce development or related arenas
- Bachelor's degree in Education, Psychology, Counseling, Training and Development or related field from an accredited College or University or related work experience
- Knowledge of area job market and workforce trends
- Demonstrated experience facilitating workshops and training
- Experience and knowledge of DOL, WIOA, EDD, and DPSS regulations
- A self-starter who is capable to work independently and as a team member
- Have a valid CA driver's license and active auto insurance

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## **Equal Employment Opportunity**

United American Indian Involvement, Inc provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics,

protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.