



## Job Description

<b>Job Title:</b>	Vocational Counselor I	<b>Exempt / Non-Exempt:</b>	Non- Exempt
<b>Unit:</b>	EA	<b>Benefits:</b>	Medical, Dental, Vision, Modern Health, 401K
<b>Location:</b>	2900 Crenshaw Blvd. Los Angeles, CA 90016	<b>Travel Required:</b>	Yes
<b>Level/Hourly Rate Range:</b>	\$16.22- \$22.29/hr.	<b>Position Type:</b>	Full- Time
<b>Date Posted:</b>		<b>Posting Expires:</b>	

<b>External Posting URL:</b>	<a href="http://www.indeed.com">www.indeed.com</a> , <a href="http://www.handshake.com">www.handshake.com</a> , LinkedIn.com
<b>Internal Posting URL:</b>	<a href="http://www.aadapinc.org">www.aadapinc.org</a>

### Applications Accepted By:

<b>Fax or Email:</b> FAX: 323.295.4075 Email: <a href="mailto:hr@aadapinc.org">hr@aadapinc.org</a> Subject Line: Job Application	<b>Mail:</b> ATTN: Jennifer Nishimura, HR AADAP, Corporate Office 2900 Crenshaw Blvd. Los Angeles, CA 90016
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### Job Description

#### Summary Statement

Under the direct supervision of the EA Manager, the Vocational Counselor I is responsible for implementing workforce development activities and services, developing individual employment and training plans, providing vocational counseling and job placement services, monitoring progress of employment and training, and performing other related functions.

#### Role and Responsibilities

1. **EMPLOYMENT AND TRAINING (85%):**
  - a. Interpret objective assessment tools for EA program participants.
  - b. Develop Individual Employment Plans (IEP) for EA program participants based upon assessed and documented occupational interests, career pathways, needs and barriers.
  - c. Provide career planning, vocational counseling, and case management services.
  - d. Organize and maintain case files for EA program participants in accordance with established procedures.
  - e. Monitor and document participant progress in employment and training in accordance with contract funding and AADAP policies and procedures.
  - f. Provide post-employment, job retention, and support services to EA program participants.
  - g. Conduct outreach, customer/client recruitments, and program presentations to target public, private, community-based agencies, and programs.
  - h. Participate in Case Conference meetings and assist with integrated service delivery of the EA AJCC and workforce programs.
  - i. Facilitate planned workshops including but are not limited to job readiness training, job search workshops, and job club services.



- j. Assist the EA Business Service Representative developing and implementing business strategies to address the needs of priority industry sectors.
- k. Assist the EA Business Service Representative in coordinating pre-screening, hiring events, networking meetings,
- l. Act as liaison between AADAP and EA program participants, customers, employers, training providers, collaborating agencies, and business partners.
- m. Promote the services and activities of the EA Unit.

2. **EMPLOYMENT AND TRAINING ENHANCEMENT (15%):**

- a. Recommend specific employment and training enhancement activities for workforce participants and customers. The activities include but not limited to job readiness training, job search workshops, and job club services.
- b. Assist with instruction related to on-the-job training, work experience, or unsubsidized job placements.
- c. Build relationships with referral sources that ensure timely and qualitative service delivery for workforce participants and customers.

**Qualifications and Education Requirements**

- A Bachelor's Degree related to field or equivalent work experience related to position.
- Must have experience in employment counseling and career development.
- Must have the experience in providing/interpreting employment and training assessments.
- Must be able to work with people of diverse cultural, educational, social, and economic backgrounds.
- Demonstrated knowledge and skill in computer operations (Proficient in Microsoft Word, Excel, and PowerPoint).
- Ability to get along well with others, be punctual, pleasant, and tactful with professional appearance and conduct.
- Ability to establish and maintain effective working relationships with supervisors, with coworkers, with participants and their families, with community organizations, and with the general public.

**Preferred Skills**

- Bilingual or bicultural capabilities with Los Angeles County threshold languages: Arabic, Armenian, Cantonese, Farsi, Urdu, Khmer (Cambodian), Korean, Mandarin, Russian, Spanish, Tagalog, Vietnamese, and other Chinese languages.
- Knowledge of workforce development programs.



**General Requirements and Knowledge, Skills, and Abilities (KSA's):**

- Permanent resident or U.S. Citizen; proof of work eligibility upon hiring.
- Must have three (3) years of recovery or drug free lifestyle as of the date of the application.
- Ability to get along well with others, be punctual, pleasant, and tactful with professional appearance and conduct.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, clients and their families, community organizations, and the general public.
- Ability to be culturally competent of age groups, gender identity, sexual orientation, spiritual beliefs, socioeconomic status, and diverse cultures.

**Physical Requirements:**

Moderate Duty

This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting reaching, working on irregular surfaces, occasional lifting of objects over 25 pounds, and frequent lifting of 10-25 pounds. Ascending and descending ladders and staircase will be more frequent. An example is this position frequently will be moving and organizing agency supplies.

AADAP, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND ADHERES TO HIRING PRACTICES IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS

Reviewed By:	Daisy Nakanishi	Date:	12/20/2023
Approved By:	Daisy Nakanishi	Date:	12/20/2023
Last Updated By:	Shayal Dutt	Date:	12/20/2023
Employee Acknowledgement:		Date:	