Job Description

Job Title: Mental Health Counselor/Work Readiness Instructor

Job Classification: Full Time Non-Exempt

Hours: 35 hours (hours vary for part-time positions)

Compensation: Commensurate with experience

The Mental Health Counselor/Work Readiness Instructor will work directly with out of school, limited English proficiency youth in an employment and educational skills training and placement program.

Responsibilities include:

- Provides direct, onsite individual as well as group mental health counseling services, including prevention, education, and interventions.
- Models and promotes dependable, responsible, and accountable behavior including positive attitudes, enthusiasm, and teamwork.
- Help participants examine issues such as stress, low self-image, life disruption, social isolation, depression, racial discrimination, and other personal and/or social issues that they may encounter.
- Identify, provide, and help participants engage in activities that promotes positive self-image, good work ethics, community involvement, and social integration.
- Assists participants in coping with stresses, life and environmental disruptions, and social isolations.
- Access, monitor, and evaluate participants with mental health conditions.
- Develops creative strategies for involving family members and providing crisis interventions.
- Refer participants to outside counseling services as needed.
- Maintain case management records.
- Teach work readiness classes, including resume, cover letter, job interview skills, job market information, career exploration, and workplace culture.
- Assess, monitor, and document participants’ progress, achievements, and relevant program services via Progress Notes in the Capricorn System.
- Provide group and/or individual job counseling and assistance, including job placement assistance.
- Assist with participants’ college and financial aid applications and placements.
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- Help organize field trips to colleges, job fairs, and other cultural assimilation and enrichment activities.
- Assist in the participant enrollment and screening process.
- Take part in the participants’ case conferences and communicate regularly with other skills instructors, job developers, and other relevant staff members on participants’ progress and job/college readiness;
- Attend relevant meetings and workshops as needed;
- Fulfill other duties as assigned by the Program Director.

Qualifications:

- LMSW or LMHC required (Master’s Degree in Social Work or related field may be considered).
- Bilingual in English and Chinese (Mandarin) strongly preferred.
- Computer proficiency in MS Word, Excel, and PowerPoint required.
- Excellent digital skills and knowledge of remote learning platforms preferred.
- Ability to effectively interact and work with program participants and coworkers.
- Must have excellent oral and written communication skills.
- Experiencing working with youth preferred.
- Prompt, responsible, caring, and organized.

Email resume and cover letter with the subject heading "Social Worker/Work Readiness Instructor" to: dongyang@cmpny.org