



Title: Vocational Counselor

Department: Rehabilitation

Location: 68-70 Tuers Ave

Basic Functions: Hudson Community Enterprises is looking for a Vocational Rehabilitation Counselor to help us work towards our mission.

Essential Functions:

- Counsel individuals to maximize the independence and employability of persons with disabilities
- Coordinate activities for employees/program participants in a non-traditional vocational setting
- Assess needs, and design and implement rehabilitation programs that may include personal and vocational counseling, training, and job placement
- Conduct vocationally oriented individual and group counseling activities
- Provide hands-on training to advance clients' work skills
- Complete various administrative duties (i.e., progress reports, daily attendance, case notes, overall file management)
- Serve as liaison between HCE and referral agencies such as DVR etc. to ensure highest level of client care
- Coordinate with project supervisors to understand and assist clients with working to their full potential
- Other relevant duties as required

Employee Qualifications:

- Bachelor's degree in vocational rehabilitation counseling or related field with 5 years' experience
- Proficiency with computer operation, and in Microsoft Word, Excel, and Outlook
- Bilingual preferred

Position is Full- Time

About Hudson Community Enterprises

HCE is a not-for-profit that has been providing training and employment opportunities for persons with disabilities for over 60 years. HCE operates five enterprise businesses, including building management services, Electronic Content Management (ECM)/document scanning, document shredding, digital printing and packaging and fulfillment. Each of these businesses employs persons with disabilities and other barriers to employment, *many of whom have been provided workforce development/training and vocational rehabilitation through HCE.*

TO APPLY, CONTACT Abbe Morello

201-434-3303, EXT. 128

Email: amorello@hce.works