

Open Position:

Vocational Counselor

Title: Vocational Counselor

Department: Electronic Content Management (ECM)

Locations in: 780 Montgomery Street Jersey City, NJ

Basic Functions:

The primary goal of vocational rehabilitation counselors is to assist individuals with disabilities. The Vocational Counselor will assess, design, and implement a rehabilitation program that may include personal and vocational counseling, training, and job placement and assist individuals in overcoming limitations and ultimately improve their quality of life.

Essential Functions:

The following functions of the job include, but are not limited to:

- 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 the 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)

*To apply, email your resume to amorello@hce.works
Position is Full-time, 401K, 401K Match, Medical, Vision, Dental, Life Insurance, FSA
Shift days: Monday-Friday 8AM - 4PM*