



Career Counselor  
Hope Academy  
Job Description

**Job Title:**

Career Counselor for Homeless Individuals with Mental Health and Addiction Issues

**Job Summary:**

- The Career Counselor will work with homeless individuals who have mental health and addiction issues.
- The CC will provide primary care, mental health services, and addiction treatment to clients in a shelter or other healthcare setting.
- The CC will work collaboratively with other healthcare professionals, social workers, and case managers to provide comprehensive care.

**Qualifications:**

- Several years of experience working in the field of human resources or a related field.
- Ability to clearly communicate, expressing requirements and expectations to a wide range of individuals.
- Excellent written communication skills, especially in the English language.
- Strong attention to detail in evaluating the completion of various phases of a project.
- Analytical skills to monitor progress of an undertaking and identify areas needing adjustment or improvement.
- Critical thinking and problem-solving skills.
- Knowledge of issues impacting mental health including addiction.
- Willingness to manage multiple tasks at once and adhere to guidelines, budgets, and deadlines.
- Basic computer skills, especially email, spreadsheets, and presentation creation software.

-Cooperative and communicative attitude with executive staff, managers, and employees.

**Duties and Responsibilities:**

-Matching residents and/or alumni with companies that can help them reach their career goals.

-Meeting with the management team to discuss the types of employees a company may need.

-Ensuring that residents and/or alumni have the necessary skills, experience and education for a particular field or job opportunity.

-Conducting mock interviews with residents and/or alumni to prepare for job interviews.

-Assisting residents and/or alumni with reviewing and editing their resumes and cover letters.

-Researching and sharing information with residents and/or alumni about benefits and compensations for specific job opportunities.

-Negotiating work accommodations for residents and/or alumni with special needs.

-Performing outreach on a regular basis to ask residents and/or alumni about their experiences with their new job to determine if more training or coaching is needed.

-Tracking job retention to determine which recruiting efforts are successful.

**Working Conditions:**

The CC will work primarily in a long term residential and healthcare setting for homeless youth and young adult males. This can involve working with residents who have complex mental health and addiction issues, as well as with residents who have experienced trauma and other challenging life circumstances. The position may involve some evening and weekend work, as well as participation in on-call services.

**Salary and Benefits:**

The salary for this position varies depending on experience and location. Benefits may include health insurance, retirement, vacation and sick time, a 401K plan, and continuing education opportunities.

This job description is intended to provide a general overview of the job and is not intended to be an exhaustive list of all duties and responsibilities.

**Resume**

Please send resume or CV to Charlie Russo at [ccr@rkwclaw.com](mailto:ccr@rkwclaw.com).