

OREGON HUMAN DEVELOPMENT CORPORATION (OHDC)

Workforce and Education Counselor

SALARY RANGE: DOE

LOCATIONS: Oregon – Washington County

FINAL FILING DATE: Open until filled

GENERAL DESCRIPTION OF POSITION:

Workforce and Education Counselor will provide youth and adult Workforce Innovation and Opportunity Act services to eligible farmworkers and farmworker youth participants. Workforce and Education Counselor's primary location will be located in Washington County. Workforce and Education Counselor will serve as a farmworker advocate and as the OHDC ambassador in Washington County. This position will implement the area's Education, employment, and training program for migrant and seasonal farmworker youth and adult farmworkers under the direct supervision of the Operations Director. This position will collaborate with different programs and partners in the community to enhance the services provided to our participants.

Workforce and Education Counselor will provide case management, job development services, developing and/or conducting job preparation classes, career exploration, providing a variety of youth development activities and maintain partnerships with community agencies and employers. Create experiential opportunities for students to visit universities, attend career and leadership conferences, and other networking events. Provides monthly follow-up and retention services and maintains client files in accordance with applicable guidelines. This position requires travel within their respective regions as well as some overnight travel. The main location for this position is in our Hillsboro 3 days per week and two days at the Worksource Office (Hillsboro and Tualatin).

ESSENTIAL FUNCTIONS:

1. Responsible for meeting the goals and objectives of the area's farmworker youth/adult employment and training program in accordance with the performance standards agreed upon by the U.S. Department of Labor and Oregon Human Development Corporation within the allocated budget.
2. Develop and maintain contact with workforce investment partners, employers, employer organizations, educational institutions and social service agencies to secure information on possible job opportunities and next steps to higher education goals. .
3. Responsible for developing and or conducting job preparation classes, career exploration, soft skills, customer service, and conflict resolution. Job Readiness/Skills Upgrading courses to include some or all of the following: teach classes; coordinate with the area community college; maintain records of attendance, student competencies, and progress; and participate in ongoing curriculum development.
4. Responsible to ensure adequate outreach is being conducted in the community and on campus to recruit applicants for the program by distributing outreach materials, directly contacting targeted community members, arranging for and making presentations to market our program to both private and public sector audiences, networking with appropriate community organizations, and utilizing the broadcast and print media.
5. Develop Individual Education/Employment Plans for each participant on the caseload and outlining training and education/employment goals. Advise farmworker youth on courses being taken and provide adequate support, mentorship, tutoring to help them succeed. Ensure all active client files are up to date and in accordance with audit standards. Provide case plan coordination to include identification of employment barriers, identification of type and duration of training, ongoing vocational/educational assessment and career planning, referrals and

support services, periodic evaluation of planned goals and case records to document participants' accomplishments.

6. Co-develop classroom training and work experience opportunities for participants. Work closely with participants and training institutions to periodically monitor progress; complete participant contracts, attendance records, progress reports, case notes and other necessary paperwork.
7. Secure employment and/or OJT training opportunities for participants. Work closely with employers and participants to ensure a successful match; periodically visit site to monitor progress; complete contracts, invoices, progress reports, case notes, terminations, follow-ups and other necessary paperwork. Provide Follow-up/post-placement services for participants to ensure retention and career advancement as needed but no less than quarterly.
8. Initiate or review all new intake packets locally prior to submission to the Central office. Responsible for complete, accurate and timely submission of all required program, MIS and fiscal documentation for the program.
9. Use appropriate technology tools to accomplish job functions; understands and utilizes available technology as customer service, communication and data gathering tools.
10. Coordinate with local, regional and Central OHDC staff to enhance effective program service delivery. Attend at staff meetings and staff training activities. Be proactive on their personal/professional development.
11. Other related duties and responsibilities as assigned.

QUALIFICATIONS:

- Associate's degree in a related field (req)
- 2 years experience in job/business development, advising, employment training, and counseling, interviewing or related work. (req)
- Bilingual/biliterate ability (Spanish/English), knowledge of bicultural factors (req)
- Valid Driver's license and current insurance
 - Driver's record printout required

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Education, Social Services, Business or related field
- Three years prior work experience advising youth, job/business development, employment training, counseling, interviewing or related work

SEND RESUME/ COVER LETTER TO:

Victor Acevedo
Oregon Human Development Corporation
9600 SW Oak Street, Suite 565
Tigard, Oregon 97223

Email: Victor.Acevedo@ohdc.org

NOTE: *Proof of identity and eligibility to work in the U.S. required.*

OHDC IS AN EQUAL OPPORTUNITY EMPLOYER

CERTIFICATION: (to be completed upon hire only)

I certify that I have read and understand the description of my job as outlined above.

Employee

Date Supervisor

Date