



**JOB TITLE:** Career Counselor/Case Manager

**STATUS:** Full-time (Non-Exempt)

**REPORTS TO:** Program Manager

### **HISTORY AND MISSION**

The Youth Policy Institute (YPI) provides education, training and technology services to lift low-income families out of poverty. Since 2001, YPI has accomplished this by serving families in Los Angeles at 95 sites throughout the city. YPI offers families education and training resources in the areas of after school, job training, early childhood education, physical education, adult literacy and ESL, computer literacy, charter schools, and college preparation. YPI also supports efforts to boost the capacity and effectiveness of small grassroots nonprofits that provide essential services for youth. Each year, YPI helps more than 25,000 youth and adults each year through these programs.

### **SUMMARY**

The Youth Policy Institute is currently seeking a well experienced Career Counselor. Under the supervision of the Educational Bridge Program Manager, career counselor will work to outreach, screen, assess, and enroll participants in medical careers training including medical assistant, pharmacy technician and certified nursing assistants in the east San Fernando Valley and Los Angeles areas. Career counselor will be responsible for developing an individual service strategy in order to meet participant goals and to identify resources and services to address participant needs and that ultimately leads to job placement.

### **EDUCATIONAL BRIDGE PROGRAM**

Funded by the City of Los Angeles Community Development Department and (CSBG-R and ARRA Funds) The YPI Vocational Training Bridge Program (Bridges) will recruit, train, and place 200 low income City of Los Angeles residents in medical careers as Medical Assistants, Certified Nursing Assistants, or Pharmacy Technicians, or in educational careers as Preschool Associate Teachers. Classes will be offered by LAUSD Adult Education Division school and community colleges.

### **ESSENTIAL FUNCTIONS**

- Enroll and assess participants in medical careers.
- Manage a caseload of 60-participants in the medical careers.
- Develop individual service strategies for each participant.
- Work with participant through State certification process in selected field.
- Counsel students regarding educational issues such as course and program selection, class scheduling, school adjustment, truancy, study habits, and career planning.
- Counsel individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.
- Maintain accurate and complete participant records as required by laws, district policies, and administrative regulations.
- Maintain participant database.
- Upon exiting participants from the program, conduct follow-ups for a total of 6 months to ensure job retention.

## **QUALIFICATIONS**

- Bachelors Degree in Human Services, Social Work and/or closely related field preferred
- Three (3) years of paid experience in case management/career counseling
- Self-starter, organized and detail oriented.
- Demonstrated ability to work effectively as a team member.
- Experience working with individuals of diverse ethnic backgrounds.
- Proficient in Microsoft Office (Word, Excel, Access, PowerPoint.)
- Professional demeanor and strong interpersonal skills.
- Bilingual in English and Spanish preferred

## **COMPENSATION**

Competitive salary to commensurate with experience

## **BENEFITS**

We offer a competitive benefits package to include medical, dental, vacation, 403(b) holiday pay and a great working environment.

## **WORK SCHEDULE**

Monday through Friday, 9:00 a.m. – 6:00am

## **SELECTION PROCESS**

In order to be considered for this position, qualified candidates must submit the following documents:

- Cover letter
- Resume
- Professional References
- Salary history and salary requirements (emails without this information will not be considered)
- Submit your resume to: [jobs@ypiusa.org](mailto:jobs@ypiusa.org) only. No phone calls please
- Write “Career Counselor/Case Manager Workforce Educational Bridge” in the subject line.

**Prospective candidates will be invited for an interview. Position will remain open until filled.**

*YPI's mission is to “Create opportunities for low-income families and communities through technology, education and training services.”*

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[www.ypiusa.org](http://www.ypiusa.org)