

# Jubilee Jobs of Lexington

## Job Description

**Title:** Job Counselor

**Reports to:** Chief Executive Officer

**Organization:** Jubilee Jobs of Lexington is a faith-based, nonprofit organization that specializes in job search preparation, job placement and post-employment support of Central Kentucky residents who desire to work but, in many cases, face barriers to employment.

**Mission Statement:** Jubilee Jobs of Lexington empowers people facing employment barriers to secure meaningful work and lasting success – restoring dignity, igniting hope, transforming lives, and strengthening communities.

**Job purpose:** With consistent and demonstrated grace and respect for clients, the Job Counselor must create job opportunities for clients by identifying skills, abilities, education, and training and matching those qualities with an appropriate job in the community. The incumbent may work with job seekers, employment counselors, other community social service agencies and employers.

Additionally, through the work of job placement, the Job Counselor will get to know the struggles of the very poor, learn the job market and economy, and acquire advanced non-profit and networking skills through participating in an established non-profit. The incumbent will also have structured exposure to the array of needs and services such as case management, education, and other resources in the community.

### Illustrative Duties:

1. Conduct intake interviews with job seekers (clients) to assess skills and challenges/barriers to employment.
2. Listen to the stories of clients, including personal wounds, and, when possible, help heal some of those wounds through effective ministry, counseling and relationship building.
3. Conduct group workshops on Interviewing Skills and Conflict Resolution and one-on-one counseling sessions to prepare clients for marketplace jobs.
4. Develop individualized career plans for clients including setting goals and identifying necessary training and support.
5. Develop and build relationships with Lexington area employers to promote access for clients to current job openings.
6. Connect clients to appropriate job openings, advocate for (“sell”) clients, and place and support a specific number of applicants in jobs as assigned by the CEO.
7. Provide support, encouragement and professional development to clients after they obtain employment to include staying in touch with them on a regular basis.
8. Provide support to program events to assist clients in their short and long-term career goals.
9. Manage day to day work process involved with interviewing and placement of clients in jobs.
10. Personally assist clients with specific interviewing skill needs, resume preparation, submission of job applications and other program processing.
11. Accept phone calls and meet with clients for various needs relevant to employment and programming.
12. Maintain organized, thorough recording in client management database.

13. Make referrals to and for clients regarding non-job-related needs as they may arise.
14. Assist with presenting workshops as needed.
15. Meet with clients frequently to update resumes, promote job retention, and foster social stability.
16. Meet with community partners to ensure client needs are being met and identify any problem areas.
17. Represent Jubilee Jobs in photos, videos, Facebook, Instagram and other media as requested by the CEO.
18. All other duties as assigned by the CEO.

**Special duties which may be assigned to a Job Counselor:**

1. Manage overall job search preparation process, to include appropriate documentation from orientation to job acquisition.
2. Manage volunteer database, assignments, recognition, etc.
3. Offer external programming in the community – detention centers, recovery homes, community centers, etc.
4. Assist with marketing of Jubilee Jobs to include posters, managing jobs fairs, ordering business cards and other marketing material, etc.
5. Update Jubilee Jobs forms as required.
6. Participate in various meetings to represent Jubilee Jobs such as Reentry Council, LFUCG events, UWBG WayPoint Center etc.
7. Participate in various career and other agency jobs fairs and events as a representative of Jubilee Jobs.
8. Manage social media to include Facebook site, sending Constant Contact blasts to clients regarding move-up Meetings and other community events.
9. Participate with team in planning, set-up, and execution of annual Career Clinics.
10. Assist with annual Celebration event.
11. Make sure monthly client program numbers are reported accurately for use at board meetings and in other reports.
12. Lead efforts under pilot projects servicing prisons, jails, sober living facilities, etc.

**Qualifications:**

1. Education or experience required in social work or related field (Human Services, Human Resources, Social Justice, Economic Development, Training and Education, Social Policy, Ministry, etc.).
2. Strong faith-based understanding of ministry, to include forgiveness, grace and second chance opportunities.
3. Willingness to support and represent the Jubilee Jobs' ministry on and off the job.
4. A commitment to the poor and those trapped in a cycle of poverty.
5. Knowledge of the economic and social issues of poverty and issues concerning the unemployed and underemployed is a plus.
6. An understanding heart concerning clients who face various barriers to employment, especially those who need an extra measure of compassion and grace.
7. Demonstrated knowledgeable about the methods of job development and client placement, preferably with 2-5 years of job counselor/job developer/job placement/advocacy experience.
8. Ability to sell the message of "second chance" opportunities to employers.

9. Must have good verbal and written communication skills, exceptional patience and excellent time management.
10. Ability to manage multiple tasks at one time. Exhibit high energy and have a good sense of humor.
11. Proficiency in MS Word and Excel.
12. Computer literate.
13. Bilingual (English and Spanish) a plus.

Interested candidates should submit a resume, cover letter and references via email to:

Mason King  
*Chief Executive Officer*  
mking@jubileejobsoflexington.org  
535 W Second St, Ste 205 | Lexington, KY 40508

I acknowledge that I have received a copy of the Job Counselor job description and understand the role and responsibilities therein.

\_\_\_\_\_ Date: \_\_\_\_\_