

# Jubilee Jobs of Lexington

## Job Description

**Title:** Job Counselor – MORE Initiative (Female Participants)

**Reports to:** Chief Executive Officer

**Organization:** Jubilee Jobs of Lexington is a faith-based nonprofit that provides job search preparation, job placement, and post-employment support to Central Kentucky residents who want to work but 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.

**Program:** The Mobile Outreach for Recovery & Employment (MORE) Initiative is a 24-month project that brings Jubilee Jobs' proven workforce development services directly into treatment and recovery settings for individuals with Opioid Use Disorder (OUD). Many people in intensive outpatient programs (IOP), residential treatment, recovery housing, peer-support environments, and jail-based treatment pods cannot access employment assistance because they cannot leave their programs, have court-ordered attendance requirements, or lack transportation, while most treatment providers lack in-house workforce capacity. MORE fills this gap by embedding job-readiness programming where clients already are, allowing them to remain fully engaged in treatment while preparing for work. This position primarily targets female participants and is mobile, delivering on-site employment support and Jubilee Jobs resources at recovery sites, community centers, detention centers, and similar locations across Central Kentucky's Bluegrass Region.

**Job purpose:** With consistent grace and respect for clients, the MORE Job Counselor creates employment opportunities for individuals in treatment and early recovery by meeting them where they are. Working on-site at recovery housing, treatment programs, community centers, and detention facilities, the Job Counselor identifies each participant's skills, abilities, education, and training, and matches those strengths with appropriate, recovery-supportive jobs in the community. The Job Counselor works closely with participants, employers, treatment and recovery partners, justice-system contacts, community social service agencies, and fellow staff.

In the course of this work, the Job Counselor gains firsthand understanding of the challenges facing people in recovery and people in poverty, develops deep knowledge of the local job market and recovery-supportive employers, and builds advanced nonprofit and networking skills within an established organization. Because employment is one of the strongest predictors of sustained recovery, this role directly strengthens participants' recovery capital and treatment retention while preparing them for lasting work.

### Illustrative Duties:

1. Travel regularly to recovery housing, treatment programs, community centers, detention facilities, and other partner sites across the Bluegrass Region to deliver employment services on-site.
2. Provide recovery-informed workplace coaching that helps participants navigate employment while maintaining their recovery, treatment commitments, and court-ordered requirements.

3. Deliver job-readiness workshops, career mapping, digital literacy, and virtual reality (VR) career exploration on-site within treatment and recovery settings.
4. Connect participants with recovery-supportive employers and coordinate employer matching that accounts for each participant's recovery stage and circumstances.
5. Coordinate barrier-removal assistance, including transportation vouchers, ID and documentation help, and work-ready clothing, to strengthen recovery capital and reduce practical stresses that jeopardize treatment adherence.
6. Enroll participants on a rolling basis through treatment partners, recovery housing, peer networks, justice-system partners, community organizations, and open orientations.
7. Build and maintain working relationships with treatment providers, recovery housing operators, peer-support programs, and justice-system partners to ensure smooth referrals and coordinated support.
8. Track participant progress against MORE Initiative enrollment, completion, and employment targets, and report outcomes accurately for grant reporting and program evaluation.
9. Conduct intake interviews with job seekers (clients) to assess skills and challenges/barriers to employment.
10. 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.
11. Conduct group workshops on Interviewing Skills and Conflict Resolution and one-on-one counseling sessions to prepare clients for marketplace jobs.
12. Develop individualized career plans for clients including setting goals and identifying necessary training and support.
13. Develop and build relationships with Lexington area employers to promote access for clients to current job openings.
14. Connect clients to appropriate job openings, advocate on their behalf with employers, and place and support a set number of clients in jobs as assigned by the CEO.
15. Provide ongoing support, encouragement, and professional development to clients after placement, maintaining regular contact to promote job retention.
16. Support program events that help clients pursue their short- and long-term career goals.
17. Manage the day-to-day workflow of client interviewing and job placement.
18. Assist clients individually with interviewing skills, resume preparation, job applications, and other program steps.
19. Respond to client calls and meetings on a range of employment- and program-related needs.
20. Maintain accurate, thorough client records in the client management database.
21. Refer clients to community resources for non-employment needs as they arise.
22. Support the planning and delivery of workshops as needed.
23. Meet regularly with placed clients to update resumes, reinforce job retention, and foster long-term stability.
24. Coordinate with community partners to ensure client needs are met and to address any gaps in service.
25. Represent Jubilee Jobs in photos, videos, and on social media and other channels as requested by the CEO.
26. All other duties as assigned by the CEO.

**Qualifications:**

1. Education or experience in social work or a related field (Human Services, Human Resources, Social Justice, Economic Development, Training and Education, Social Policy, Ministry, or similar).

2. Self-starter with a demonstrated ability to self-manage, work independently in the field with limited daily supervision, and consistently achieve high-level outcomes.
3. Valid driver's license, reliable transportation, and willingness to travel daily to partner sites across Central Kentucky, as this is a mobile, field-based position.
4. Comfort and professionalism working on-site in treatment programs, recovery housing, detention facilities, and other recovery settings, with sensitivity to the needs of women in early recovery.
5. Experience working within the recovery field or with individuals affected by substance use disorder is a plus.
6. A strong, faith-based understanding of ministry, grounded in forgiveness, grace, and second-chance opportunities.
7. Willingness to support and represent the Jubilee Jobs ministry both on and off the job.
8. A genuine commitment to serving people experiencing poverty and those trapped in its cycle.
9. A compassionate, understanding posture toward clients facing barriers to employment, especially those who need an extra measure of grace.
10. Demonstrated knowledge of job development and client placement methods, preferably with two to five years of experience in job counseling, job development, placement, or advocacy.
11. Ability to communicate the value of "second chance" hiring to employers.
12. Strong verbal and written communication skills, with exceptional patience and excellent time management.
13. Ability to manage multiple priorities at once, with high energy and a good sense of humor.
14. Computer literate, with proficiency in Microsoft Word and Excel.
15. 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 – MORE Initiative job description and understand the role and responsibilities therein.

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