

# JOB ANNOUNCEMENT

LA CASA DE  
DON PEDRO

EMPOWER AND REVITALIZE

## CAREER COUNSELOR (\$24.73)

Working to make a difference since 1972, **La Casa de Don Pedro** has been building healthier communities, empowering tomorrow's citizens, educating vulnerable children, and ensuring families receive the support they need, no matter what they face.

### DESCRIPTION:

Are you interested in a **full-time, hourly** position with a generous benefits package? If so, look no further!

We're currently searching for someone who **enjoys working with people, able to multitask in a fast-paced environment**, is passionate about serving the community, and is able to work at our **39 Broadway** location.

Apply now so you can become part of our ever growing organization.

### HOW TO APPLY:

Email your cover letter and resume to

[wmelendez@lacasanwk.org](mailto:wmelendez@lacasanwk.org)

*Only candidates being considered for an interview will be contacted*

### QUALIFICATIONS:

Bachelor's Degree in Social Service

Minimum one year of work experience in providing case management.

Excellent organizational, communication, presentation, writing skills and interpersonal skills.

English/Spanish bi-lingual required

### KEY DUTIES:

- Responsible for conducting recruitment and enrollment for the Hispanic Women's Resource Center educational programs.
- Conducts pre/post academic assessments for participants.
- Provide one-to-one case management to ensure they have an Individual Development Plan (IDP).
- Work with the Instructors and Placement Specialist in providing career and employability skills workshops to participants.
- Work with partner organizations that provide vocational and higher educational opportunities for Latina Women to transition into self-sustaining careers.
- Work with Placement Specialist to provide job opportunities for the Latina Women.

### SCHEDULE:

Monday – Friday

8:30am – 4:30pm

*Schedule may vary accordingly to meet division's needs*

*La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law.*

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)