

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

Only candidates being considered for an interview will be contacted

QUALIFICATIONS:

Bachelor's Degree in Social Service

Minimum 2 years of work experience in providing case management.

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

English/Spanish bi-lingual not required but a plus

KEY DUTIES:

- Responsible for conducting recruitment and enrollment for the PSE&G's Clean Energy Future Jobs and Job Training Programs.
- Provide one to one case management to ensure they have an Individual Development Plan (IDP).
- Provide internal or external referrals for wrap-around support services.
- Work with the Placement Specialist in providing life, career and employability skills workshops to participants.
- Work with Placement Specialist to ensure the participants are successful in obtaining and retaining careers with PSE&G contracted suppliers and employers.

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

SCHEDULE:

Monday – Friday

8:30am – 4:30pm

Schedule may vary accordingly to meet division's needs