



JOB POSTING

Supported Education Counselor

Reports To: Supported Education Supervisor
Department: Supported Education
FLSA Status: Non-Exempt
Location: Albany and Menands, New York
Hours: Full-Time; Monday – Friday 37.5 hours/week
Date: August 26, 2020

Summary

Provides Supported Education services from referral to termination for consumers receiving services.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Provides Mental Health counseling including symptom management, identifying barriers to education, and assisting in the development of skills needed for consumers to meet educational goals.
- Develops and maintains Individual Services Plans with consumers for Supported Education services through ongoing and comprehensive education planning, mental health counseling, realistic goal setting, advocacy and knowledge of local community and educational supports.
- Provides the following services: eligibility determinations, comprehensive case reviews, service coordination on campus, onsite campus assistance and support, referrals to resources on and off campus, provides advisement and advocacy regarding financial aid, and onsite campus crisis resolution.
- Maintains ongoing communication with referral contact, consumer and consumer collaterals.
- Completes timely case record documentation as required by program funding sources and Northeast Career Planning; ensures standards for proper maintenance of individual case records. Effectively utilizes Foothold Technology AWARDS software for documentation.
- With consent, collaborates with other service providers regarding consumer needs that may impact their ability to function, and/or succeed in an educational environment.
- Participates in activities that contribute to professional growth and development; promote/represent NCP services in the community; actively cooperates in achieving agency and program goals; maintains professionalism, integrity and accuracy in the performance of all duties.
- Attends and participates in required program, agency and community meetings. Updates coworkers and supervisors on participant's progress and any relevant issues on a need to know basis.
- Engages in cooperative problem solving and program development in staff meetings as needed. Participates in inter and intra-agency meetings and training as necessary.
- Maintains good working relationship with service providers and collaterals. Demonstrates flexibility with tasks and scheduling to meet agency/unit needs.

QUALIFICATIONS, KNOWLEDGE, and SKILLS:

- Ability to attend meetings both on and off-site
- Effective organizational and time management skills

- Knowledge of barriers to education faced by individuals with disabilities
- Ability to use various computer software such as Microsoft Office Products. Experience with AWARD'S medical records system is helpful.
- Oral Comprehension, Written Expressions, Near Vision, Oral Expression, Written Comprehension, Speech Clarity, Speech Recognition, Mathematical Reasoning, Problem Sensitivity (the ability to tell when something is wrong or is likely wrong and recognizing there is a problem).
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Must have excellent verbal and written communication skills. Must have good command of the English language, both oral and written. Ability to read, analyze, and interpret general educational information, professional journals, technical procedures, or governmental regulations. Ability to complete timely progress reports, business correspondence or other documents. The ability to effectively present information and respond to questions from groups of managers, clients, customers, supervisors and the general public is very important.

Education and Experience: Master Degree in Human Services or related field or acceptable combination of experience and education. Minimum of 1 year of experience with individuals with disabilities; Experience working with individuals with psychiatric disabilities strongly preferred. Must be able to pass the Justice Center background check.

CERTIFICATES, LICENCES, REGISTRATIONS:

Valid NYS Driver's License is required and reliable transportation is required.

SUPERVISORY RESPONSIBILITIES:

None.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

Regularly talks/hears/sees; usually sitting with occasional walking and standing, and some stooping, kneeling or crouching. Some lifting. Near Vision, the ability to see details at close range (within a few feet of the observer).

The Supported Education Counselor will be required to drive and will be exposed to normal driving conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please note this job posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

We encourage all qualified applicants to apply.

Northeast Career Planning does not base employment decisions on an individual's race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender

Department: Supported Education
Supported Education
08.26.2020

identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law. In addition, Northeast Career Planning may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. Please advise us if you need assistance with the application and/or interview processes.

Please Respond By: September 11,2020

How to apply: Please send cover letter, resume and salary requirements to Human Resources

E-mail: HR@northeastcareer.org

Fax: (518) 444 – 5279

Mail: Northeast Career Planning

Attn: Human Resources Department

339 Broadway

Menands, New York 12204