



## Full Time Vocational Rehabilitation Counselor Connect4Success

### Responsibilities

- Screen homeless youth to determine and document eligibility for VRC Services
- Conduct initial and ongoing evidence-based educational and career assessments, interpret data and share with the multi-disciplinary team
- Create education and employment plans with youth and coordinate with multi-disciplinary team
- Work with the team to monitor, document, and report progress, barriers
- Work closely with Housing Case Managers, Physicians, Therapists, and Psychologists to create a collaborative and holistic service plan for youth to obtain and maintain safe and stable housing
- Network with employers to facilitate access to employment and ensure employment success
- Identify a variety of educational and vocational training opportunities to build a solid network of community connections that support youth success
- Help youth to successfully complete a high school diploma or GED and/or apply for post-secondary education opportunities including vocational training.
- Assist client with applications (education or vocational programs, FAFSA, employment) and preparations for interviews
- Provide individual and group job coaching including soft job skills and help youth adapt to vocational challenges
- Regularly review education and employment plans with youth, identify barriers, celebrate achievements, and update the plan as needed
- Ensure youth have access to ongoing supports to maintain vocational success
- Follow-up with youth and employers at agreed upon intervals during aftercare and follow-up surveys
- Maintain Client Case Files with accurate and timely documentation of eligibility, service plans, services provided, progress/case notes, discharge planning, and aftercare plans and services
- Enter data into required electronic databases

### Qualifications

- Master's Degree in Vocational or Rehabilitation Counseling
- Preferred candidate will be licensed by State of Michigan as a Certified Rehabilitation Counselor or Certified Disability Management Specialist. Will consider Licensed Professional Counselor working toward CRC certification
- A minimum of 2 years of experience providing direct services to persons with psychological and/or physical disabilities including ability to perform education and vocational assessments and interpret diagnostic data

**Hours:** 37.5 hours per week

**Resume and Cover Letter:** Liz Gonzalez, Director of Administration  
Child and Family Charities  
4287 Five Oaks Drive  
Lansing, MI 48911  
liz@childandfamily.org

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