



Position: CEO Academy Guidance Counselor (Bronx, NY)

Salary Range: \$35K to \$40K depending upon experience

Reporting Relationship: Director of CEO Academy

The Center for Employment Opportunities (CEO) is dedicated to providing immediate, effective and comprehensive employment services to men and women returning home from prison and detention facilities to New York City. During the last 10 years, CEO has made 10,000 placements in hundreds of New York City businesses, and CEO provides ongoing support to those individuals for up to one year after placement.

CEO has taken its service model to the next level by creating a program to address the longer term career and salary advancement needs of formerly incarcerated people. We have launched the CEO Academy, a program to prepare people for admission into, and success throughout, trade training programs offered by community colleges. With the Academy, CEO is experimenting with new programming to bridge the gap between our clients' current skills and the skills necessary to earn higher wages in the trades. If successful, CEO sees the Academy growing to serve as a "second step" for CEO's many clients who are currently employed, but want to advance their careers through training in the trades.

The Academy's first partnership has been with Bronx Community College (BCC), preparing people for the college's certificate programs in plumbing and electricity and providing guidance throughout these training programs. The CEO Academy will also provide job placement services for training school graduates. At the core of the Academy's services is the 10 week contextualized numeracy and literacy skills building class that participants will take before entering BCC's trade programs. The Academy is located in the Bronx.

CEO is currently seeking a Guidance Counselor for the CEO Academy. The role of the Guidance Counselor is to help participants stay engaged in the program. The Guidance Counselor will work with participants to help address any issues that arise while they are attending the CEO Academy and the vocational training at the community college.

Essential Functions and Responsibilities:

The essential functions of the Guidance Counselor include, but are not limited to, the following:

- Maintain frequent contact with participants while they attend both the CEO Academy and Bronx Community College.
- Work with clients to problem-solve any issues that might conflict with their ability to succeed in the program.
- Research and be able to connect participants with other resources as needed, including CEO's general services.
- Work with clients and job developers to create long-term career plans for participants while they attend BCC.

- Assist participants on an individual basis or in small groups in the computer lab in understanding and using basic math for the construction and building trades.

Qualifications:

- At least 2 years case management experience, and/or a Bachelor's Degree in social work, education, or a related field.
- Ability to work a flexible schedule that includes some evenings and weekends, as the Academy classes are held during the evenings and on Saturday.
- Ability to strategically manage a caseload, working in a high volume, high energy environment.
- Must possess excellent interpersonal, verbal and written communication skills.
- Have the ability to effectively communicate with people of diverse cultures and backgrounds.
- Must possess a strong background in Adult Basic Education/Literacy.

To Apply:

Please e-mail your resume and cover letter explaining your interest in the position and experience to:

Thailia Elcock-Bowen

Director of Human Resources

Center for Employment Opportunities

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New York, NY 10004

Email:tebowen2525@yahoo.com

Fax: 212-248-4432

No telephone inquiries please.

We invite you to visit us at www.ceoworks.org to learn more about our program.

CEO is an Equal Opportunity Employer.