

**eliminating racism
empowering women**
ywca

Central Massachusetts

Position:	Career Counselor/Case Manager
Accountability:	Director – Women’s Economic Empowerment
Hours of Work:	35 Hours per week
Hourly Rate:	\$18.00
Location:	Worcester
CORI Required:	Yes

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

Assist with career counseling for Transitional Housing Program, as well as provide program support and case management to the Young Parent Program. Assist with all services to ensure participants are receiving support and are able to gain access to any resources that can help address their needs.

Responsibilities:

- Counsel participants from Women’s Economic Empowerment regarding job search strategy and cover letter/resume preparation.
- Act as liaison between students and employers who wish to hire for internships and employment.
- Develop and maintain up-to-date records for career portfolios.
- Monitor and track student attendance with mentors and participation in the scheduled programming on a weekly basis.
- Create and maintain individual files for intake and assessment.
- Coordinate implementation of rewards and incentives for students.
- Provide crisis management services as needed.
- Establish disciplinary program policies and enforce when needed.
- Perform other duties as requested.

Qualifications:

- Minimum of Bachelor’s Degree in Human Services, Counseling, Psychology or related field.
- Experience working with youth or young adults required.
- **Bilingual English/Spanish preferred**
- Ability to research current trends and work with employers, colleges and agencies in the community.
- Knowledge of methods and procedures for seeking employment.
- Knowledge of resume and cover letter format.

- Must be culturally sensitive and able to effectively communicate both orally and in writing with people of all demographics.
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How to apply:

If you are interested in applying for the above position please send resume to:

Email: HR@ywcacentralmass.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
Attn: Director of Human Resources
1 Salem Square
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.