



September 27, 2016

Vocational Rehabilitation Counselor

Location: Nassau County, NY

EAC Network Vocational Services program located in Nassau County is looking for a full time Vocational Rehabilitation Counselor. The Vocational Rehabilitation Counselor is responsible for providing counseling, vocational assistance and employment services to clients referred at drug/alcohol treatment programs in Levittown, Hicksville, Wantagh and/or Seaford with the outcome of economic self-sufficiency as the objective of the counseling process. Position is Monday-Friday 9:00AM-5:00PM with flexibility as needed with hours. Excellent benefits medical/dental/401K and very generous Paid Time Off Plan. All qualified applicants will be afforded equal opportunities without discrimination because of race, color, religion, national origin, marital status, sex, age, sexual orientation, gender identity, disability, or protected veteran status. All qualified applicants will be afforded equal opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, veteran or marital status. EAC is an EOE.

Candidates are encouraged to view agency Web site at www.eacinc.org

QUALIFICATIONS:

- Bachelor's degree in counseling, psychology, sociology, or approved related human services field required. Master's degree in Vocational Rehabilitation Counseling or Education with a specialization in Rehabilitation Counseling or Counseling/CRC preferred.
- Minimum of two years of career counseling experience with individuals with a history of alcohol/substance abuse problems and/or clients from other disadvantaged populations required.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to perform work assignments.
- Must have access to vehicle and possess a valid New York State Driver's License.

RESPONSIBILITIES:

- Perform client intake to obtain information to initiate the counseling process.
- Provide on-going individual and group counseling to develop vocational and educational plans based on education, employment background, expressed interest and career exploration activities.
- Conduct follow-up counseling sessions to review progress towards established goals.
- Administer, score and interpret aptitude, interest and work sample tests when appropriate.
- Function as agency liaison with vocational agencies such as ACCESS/VR, DOL and One-Stop Employment Centers.
- Explore and develop employment opportunities and community resources for referral purposes.
- Maintain individual client case folders.
- Consult with family, school and community agencies regarding client's progress.
- Prepare required forms and keep statistics on client contacts, referrals, job activities, etc.

HOW TO APPLY:

E-mail resume/cover letter to employment@eacinc.org