

## POSITION ANNOUNCEMENT/JOB DESCRIPTION

**TITLE:** Vocational Counselor 1

**ACCOUNTABILITY:** The Vocational Counselor reports to the One Stop Manager and provides vocational counseling, work maturity skills coaching, and employment preparation services to economically disadvantaged populations.

**LOCATION:** North Cities One Stop in Berkeley

### QUALIFICATIONS

1.	Minimum of Associates degree and two or more years of work experience in the fields of career counseling, workforce development or case management; Bachelor's degree in a related field can substitute for experience requirement;
2.	Strong organizational skills including prioritizing and multi-tasking; solid teamwork, interpersonal flexibility and the ability to work successfully with minimal supervision; excellent communication skills;
3.	Computer and internet literacy, including Microsoft Office proficiency;
4.	Bilingual English/Spanish proficiency desired.
5.	Occasional travel throughout the East Bay to conduct outreach and marketing is required; if employee elects to meet this requirement by driving, proof of a valid and current driver license, current auto insurance, and an acceptable Motor Vehicle Report are required.

### RESPONSIBILITIES

1*	Case management: Includes outreach, intake, eligibility determination, integration, pre-employment preparation, advocacy, counseling, post-placement follow up and program exit;
2*	Documentation and reporting: Includes data capture and entry at all points of the case management process and accurate and timely reporting of same per agency standards;
3	Networking with partner agencies, including participating in case conferences and community meetings;
4	Perform other duties as assigned.

\* **Indicates essential duties.** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOURS:** This is a full-time, non-exempt position.

**GRADE:** N08

**HIRING RANGE:** Commensurate with experience.

An additional 5% of salary may be granted for proven English/Spanish bilingual proficiency.

**Excellent benefits include health plans, paid vacation and sick leave, employer sponsored 403(b) plan.**

**NOTICE:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Rubicon reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.

**TO APPLY:** Send us a **Rubicon Applicant Tracking Form** with either your resume or with a **Rubicon Employment Application**.

**How to Obtain Forms**

Visit our website:

[www.rubiconprograms.org/careersatrubicon.html](http://www.rubiconprograms.org/careersatrubicon.html)

**OR**

Email, fax or mail your name, contact info and request to:  
hr@rubiconprograms.org  
fax: 510-412-9029  
Rubicon Programs HR  
2500 Bissell Avenue  
Richmond, CA 94804

**OR**

Visit us in person. Just ask at the front desk:  
2500 Bissell Avenue, Richmond  
or 1918 Bonita Street, Berkeley

**Where to Submit**

Send your completed Applicant Tracking Form

([www.rubiconprograms.org/docs/Applicant\\_Tracking\\_Form\\_Data\\_Entry\\_2008.06.11.doc](http://www.rubiconprograms.org/docs/Applicant_Tracking_Form_Data_Entry_2008.06.11.doc))

with your resume **or** Employment Application

([www.rubiconprograms.org/docs/Employment\\_Application\\_2008.04.30.pdf](http://www.rubiconprograms.org/docs/Employment_Application_2008.04.30.pdf))

to:

Rubicon Programs Inc.  
Human Resources  
2500 Bissell Avenue  
Richmond, California 94804  
Fax: (510) 412-9029  
[Email: hr@rubiconprograms.org](mailto:hr@rubiconprograms.org)

**DEADLINE:** This position is open until filled and may be closed at any time.

Rubicon is proud to be an Equal Employment Opportunity/Affirmative Action Employer and values diversity of culture and thought. We seek talented, qualified individuals regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under law.

**Rubicon is using E-Verify to validate the eligibility of our new employees to work legally in the United States.**