



Honolulu Community Action Program

HCAP JOB ANNOUNCEMENT

Position: Employment Counselor

The Older American Community Services Employment Program (OACSEP) is a federally funded program that is under the Title V of the Older Americans Act. This program is granted through the State Department of Labor Workforce Development Division and administered by the Honolulu Community Action Program, Inc. (HCAP).

The primary functions of the OACSEP program are two-fold:

1. Provide meaningful part-time subsidized "hands-on" training to low-income seniors aged 55 and older.
2. Assist program participants into finding regular jobs in the community.

As an Employment Counselor, the individual is responsible for motivating and assisting OACSEP Trainees to develop employment career goals and assist in job search activities. The primary duties are to determine employability and eligibility of older applicants into the OACSEP Program; counsel, motivate, assess vocational interests, develop long-term career goals and assist in job search and job placement activities for Trainees.

ESSENTIAL POSITION RESPONSIBILITIES

- Interviews and assesses applicant's eligibility for enrollment into the program.
- Counsels and motivates Trainees to expand their career goals from OACSEP to unsubsidized employment.
- Works with the Trainees to develop an Employability Development Plan to establish training needs and employment goals.
- Plans workshops, job clubs or similar activities to enroll Trainees in these programs to overcome barriers and enhance employability.
- Establishes linkages with community resources to provide comprehensive services such as training opportunities, resources for health and personal needs of applicants and trainees.
- Develops and maintains a list of employers and job resources to match Trainees skills with job opportunities and to assist Trainees to prepare resumes for job interviews.
- Markets job ready Trainees to prospective employers.
- Provides referral assistance to other community services/resources as needed by the Trainees.
- Contracts community agencies to develop worksites; works with worksite supervisors and orients them to the OACSEP program and assists site supervisors to resolve problems with OACSEP Trainees.
- Serves as a community resource in employment related program activities for the agency.

MINIMUM QUALIFICATIONS

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

EDUCATION

A Bachelor's degree from an accredited college or university in Counseling, Gerontology, Social Sciences, Business, Human Resources Management, Human Development, or related fields.

EXPERIENCE

One year full-time professional experience involving employment counseling or a related field.

SUBSTITUTION

- Direct work experience may be substituted for education on a year-for-year basis.
- A Master's degree in Gerontology, Human Resources Management, Counseling, Social Work, Public Health, Education or related fields may be used to satisfy the experience requirement.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Able to counsel and motivate people, especially the elderly.
- Able to communicate and work effectively with older people of lower economic status.
- Knowledge of basic vocational assessment techniques.
- Knowledge of job/employment sources on Oahu.
- Able to develop employability development plan.
- Able to conduct OACSEP orientation and pre-employment preparation classes.
- Able to write clear, concise and effective reports, letters, memos and maintain records.
- Possess a valid driver's license and have access to an automobile.
- Able to work flexible hours.

DESIRED SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of state and federal labor laws and Equal Employment Opportunity laws and regulations.
- Knowledge of OACSEP rules and regulations.
- Knowledge of Employability Development Plan.
- Knowledge of Vocational Assessment Tests and Techniques.
- Ability to use a computer.

Forward applications and/or cover letter, resume and salary requirements to:

HONOLULU COMMUNITY ACTION PROGRAM
Human Resources Department
33 South King Street, Suite 300
Honolulu, HI 96813
Email: hr@hcapweb.org

Filing Deadline: Continuous until needs met