



Career Counselor Position – Duluth, MN

Deadline to apply: Friday, November 25, 2022

The Northeast Minnesota Office of Job Training (JET) is accepting applications for a Career Counselor position at the Minnesota CareerForce location in Duluth. JET is a partner in the Minnesota CareerForce system in the 7-county Northeast region and administers state and federal employment and training programs for dislocated workers, low-income adults, and youth. Programs administered by JET include the Minnesota Youth Program, employment and training services for the Minnesota Family Investment Program (MFIP), Minnesota Dislocated Worker Program, and federal Workforce Innovation and Opportunity Act (WIOA) services for dislocated workers, adults, and at-risk youth. This position will primarily work with individuals on public assistance, including individuals with experiences such as trauma, complex poverty, mental and chemical health barriers, disabilities, homelessness, and criminal justice involvement. This position involves case management tasks, client engagement, and advocacy and referral services. The primary responsibilities will be working with clients on career readiness, postsecondary education preparation, soft skills, job search assistance, resume development, work experience placements, and providing resources and referrals while adhering to policy expectations for case management, program compliance, and documentation collection.

This position requires a high level of organization and attention to detail, while providing excellent customer service in a compassionate, resourceful, knowledgeable manner. This position will provide direct employment and training services, including career counseling (assessment of interests and abilities, job search strategies, and guidance related to education and vocational training), monitoring and ensuring program compliance, and providing resources and tools to assist individuals to overcome barriers and achieve self-sufficiency and overall stability. Applicants must have a four-year degree in the behavioral/social sciences, education, or a related field or be within six (6) months of obtaining it; possess excellent interpersonal communication skills; be able to reliably work independently; and have strong computer skills and organizational abilities. Previous experience working with individuals on public assistance, workforce development programs, and/or counseling and case management highly preferred.

This position is based at the Duluth CareerForce, 402 West 1st Street, Duluth, MN 55802, Monday through Friday from 8:00 a.m. – 4:30 p.m. This is a union position starting at \$26.65/hour with full health benefits and paid leave.

Submit cover letter, resume, and the three professional references to Tara Helms, Human Resource Director, via email at tara.helms@nemojt.org or by mail at P.O. Box 1028, Virginia, MN, 55792. Resumes are due no later than Friday, November 25, 2022. EOE, no phone calls please.