



JET – Northeast Minnesota Office of Job Training is accepting applications for a part-time Career Counselor position in Cloquet. The Northeast Minnesota Office of Job Training is a partner in the Minnesota CareerForce system in the seven-county Northeast region and administers state and federal employment and training programs for dislocated workers, low-income adults, and youth.

Programs administered by the Northeast Minnesota Office of Job Training 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 enrolled in the Adult and Dislocated Worker programs, including individuals with experiences such as trauma, complex poverty, mental and chemical health barriers, disabilities, homelessness, and criminal justice involvement. This position may also include employer outreach and business services and 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, be within six (6) months of obtaining it, or have a two-year degree and two years of related work experience; possess excellent interpersonal communication skills; be able to reliably work independently; and have strong computer skills and organizational abilities. Previous experience working with individuals who are unemployed or underemployed, workforce development programs, and/or counseling and case management is highly preferred.

This position is based at the Cloquet CareerForce, located 14 N 11<sup>th</sup> Street, Suite 140, Cloquet, MN 55720. The CareerForce office is open Monday through Friday from 8:00 a.m. – 4:30 p.m. This is a part-time position. This is a union position starting at \$28.00/hour. Life insurance and paid leave are included.

Urgently hiring. Please submit cover letter, resume, and the three professional references to Hannah Madden, Administrative Director, via email at [hannah.madden@nemojt.org](mailto:hannah.madden@nemojt.org) or by mail at 1215 SE 2<sup>nd</sup> Avenue, Grand Rapids, MN 55744. Resumes are due no later than Friday, October 11, 2024. Employer reserves the right to disqualify candidates with incomplete application materials. EOE, no phone calls please.