



Job Description: GSW Counselor

As per GSW's agreement with Westcott Community Center, the position will be a Westcott Community Center employee, managed by GSW leadership and Westcott CC Executive Director. Please send your resume and cover letter to joanr@westcottcc.org.

Hours: Pt-time 20 hours nonexempt staff position, flexible hours. Some evening/weekend flexibility is required for community outreach and special events.

Salary: \$ 22.00 per hour

Reports To: Westcott CC Executive Director & GSW Coordinator

Goals: GSW is contracted to provide professional workforce development and community education services associated with the completion of the CNY Clean Energy Hub program. The Counselor is responsible for engaging and connecting diverse communities throughout Central New York, directing individuals towards green energy workforce education/training, on the job apprenticeship/mentoring opportunities and employment opportunities. The Counselor will refer clients to GSW members and network partners who can provide wrap-around services and employment support services throughout Central New York.

Qualifications:

Associate degree preferred but will consider equivalent combination of education and experience. Experience in case management, experience in clean energy and/or workforce development is a plus.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties & Responsibilities:

- Establish relationships with key providers of employment, educational and support services to best encourage participation at career fairs
- Provide orientation, referrals, and enrollment support to clients for wrap-around

- services, education/training and wrap around supports to aid employability
- Perform outreach activities including direct calls, neighborhood canvassing, tabling at events, job fairs, and presenting at community resource sessions
 - Recruit and inform vulnerable and diverse populations regarding services, opportunities, and benefits generated by the CNY Clean Energy Hub
 - Perform intake assessments, review intakes done by other staff, and assess program eligibility
 - Ability to take client from interest through basic intake, follow up, data entry and then referring them to GSW Coordinator
 - Connect individuals with education/training, employment opportunities, and supportive services through GSW's network members, CNY Clean Energy Hub stakeholders, and others
 - Maintain frequent contact with assigned individuals, monitor referrals made to partner agencies, GSW Coordinator and assist with monitoring client's progress towards individualized goals
 - Work with clients individually or in groups to address retention issues and eliminate barriers to employment
 - Support clients in conducting job searches and identifying employment opportunities, especially with CNY Clean Energy Hub stakeholders
 - Track contacts, outcomes, and progress as well as inputting data on spreadsheets and/or Salesforce or other database
 - Attend team meetings, GSW meetings, seminars, and conferences related to clean energy and GSW employment programs to stay informed about program changes
 - Enthusiasm or interest in clean energy jobs and willing to learn more about these careers and properly promote this work
 - Attend professional development as directed by the Executive Director and GSW leadership as well as on their own initiative
 - Other duties as assigned

Other Abilities

- Must demonstrate a professional, welcoming, compassionate demeanor and have strong listening skills
- Must be self-directed, able to prioritize activities
- Ability to maintain reliable transportation
- Strong time management skills, punctuality to work and off-site meetings is required
- Language Ability: Ability to read, analyze, and interpret written information, general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and general correspondence. Ability to effectively present information and respond to questions from groups, clients, and the public.
- Math Ability: Ability to calculate figures and amounts and track expenditures.
- Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

This position requires regular use of computer, copier, and telephone and Microsoft Office (especially word processor and spreadsheets), ability to learn to use Salesforce database and Google Workplace.

Certificates and Licenses:

- Valid and clean NYS driver's license
- Able to pass criminal and DMV check upon hire
- Pre-employment and random drug tests

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk or hear. The employee must occasionally lift and/or move 25 or more pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

Benefits: Benefit Programs are in the Westcott Community Center employee handbook

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

As with all positions at Westcott Community Center and Greater Syracuse Works, your employment is "at will." You will work initially on a three-month orientation period. During this time, you will work closely with your supervisors. At the end of this time, your supervisors may conduct a performance evaluation.

DATE: _____

EMPLOYEE ACKNOWLEDGEMENT: _____

SUPERVISOR ACKNOWLEDGEMENT: _____