



Position Announcement

Career Counselor

The Tri-County Council for Southern Maryland has a full time position open for a Career Counselor with a background in workforce development, preferably in the Southern Maryland region.

Responsibilities include conducting client intake, orientation, assessments and data entry as it relates to the workforce development program. Job entails utilization of job search and career counseling. Knowledge of workforce and career preparation programs and services is preferred.

Candidate must monitor client involvement and progress in program activities including career planning and educational guidance, placement services and complete all required reporting and case management documentation.

Requires excellent written, verbal and interpersonal communications skills. Ability to work independently, within deadlines and manage multiple priorities.

Must have Bachelor's degree in social work, psychology or related human services field. Work experience on a year-for-year basis may be substituted for required post-secondary education. Experience with federal laws and regulations pertaining to the Workforce Investment Act strongly preferred.

Starting salary range based on education and experience - \$ \$38,880--\$44,901
Excellent Benefits

Position Closes June 23, 2017

TO APPLY: Send cover letter, resume, and three references to info@tccsmd.org

OR

Tri-County Council for Southern Maryland

P.O. Box 745

Hughesville, MD 20637

Tri-County Council for Southern Maryland Equal Opportunity Employment