

Daily Work

Hands-on help for struggling job seekers

Employment Counselor Internship Description

As an employment counselor for Daily Work, your primary responsibilities will be to develop relationships with and assist clients in overcoming barriers to employment, finding work, and moving towards self-sufficiency. Interactions with clients include, but are not limited to:

Direct Client Contact (65 percent)

1. Create Effective Strategies

- **Establish experience, skills and interest base-line.** Each counselor listens to the client's story: The needs, challenges, the hopes and dreams. Success is built on uncovering and recognizing abilities and deficits, finding appropriate near-term employment, and planning and preparing for future advancement.
- **Identify barriers to success.** Each client faces unique barriers that add to the difficulty of finding sustainable work. Whether real or perceived, these barriers must be recognized before they can be overcome. They include, but are not limited to, transportation, chemical dependency, housing, language, skills and cultural awareness.
- **Develop an individualized strategy for employment and advancement.** After barriers and challenges are identified, counselors work with each client to create an individualized action plan that includes near-term and longer-term objectives.

2. Implement Job Search Plans

- **Access resources to help overcome barriers.** Employment barriers are often hard to overcome. Counselors assist clients in taking small, solid steps to meet larger goals and help them find and effectively use available resources. Examples include helping clients obtain identification cards, training opportunities, grants for training or a driver's license, English language classes, free financial counseling, free medical or dental services, and more.
- **Teach skills, assign responsibilities and set deadlines.** Employment counselors assist with the job search process and teach clients the skills necessary to do it themselves. Counselors may help write a resume and explain how it was done, or call a potential employer with the client, training them to make similar calls. Skills taught include interviewing, basic computer skills and phone etiquette. The working relationship is characterized by respect, high expectations and mutual accountability.
- **Help finding a job.** Many of our clients come to us already in financial crisis. Employment counselors are often able to help a client find a job quickly because of our relationships, experience and advocacy for the client with potential employers.

3. Foster Long-term Success

- **Provide a long-term relationship.** The path toward financial sufficiency is long and uneven. Even after clients find work, counselors need maintain contact with clients to determine if they encounter new barriers or need assistance as they advance.

Other duties (35 percent)

- Research, identify, codify and share resources that assist clients
- Track and summarize every client interaction
- Write 1-2 stories per month for Daily Work blog and newsletter
- Attend and actively participate in bi-monthly staff meetings
- Provide feedback to management about ways to improve process and bolster client outcomes

Position Details

- Part-time Internship: 8-10 hours/week
- Timeframe: September 2012 – May 23, 2013. Schedule: Flexible from 9 a.m. - 6 p.m. with potential evening hours to become available.

Qualifications

Education: Junior, Senior, graduate student or recent graduate with a major in social work.

Skills/Abilities: Ideal candidates will be flexible, team players who can adapt to organization's evolving program curriculum. In addition, candidates who are self-motivated, willing to take initiative, passionate about helping others, and comfortable working with diverse people will be most successful at Daily Work.

The qualified candidates will also have excellent writing, verbal, proof reading, editing, phone and organizational skills. They will be detail-oriented with strong interpersonal skills, customer service oriented, and patient with and compassionate for people in difficult circumstances. Computer aptitude and Microsoft Office experience required. All candidates must pass B.C.I. background check.

Benefits: Opportunity to stretch your skills and be a key player in a small organization. Enjoy a fun, flexible work environment where you can see the difference you are making every day. Gain additional skills/networking by connecting with other service agencies, human resource professionals, and others as needed. Receive letter of recommendation from Daily Work after successful completion of internship.

About Daily Work: Daily Work is an independent, nonprofit organization providing individualized career services to job seekers who face significant barriers to gaining employment.