



## JOB VACANCY ANNOUNCEMENT

**Position Title:** Job Counselor/Career Lab Consultant

**Position Number:** 25-2

**Status:** Full-Time, non-exempt, 40 hrs/week

**Recruitment:** Internal/External

**Salary Range:** Grade 9; \$22.63-\$36.87/hr (wage dependent on qualifications)

**Closing Date:** August 17, 2025

**Location:** Bemidji CareerForce

**Benefits Offered Include:** Health, Dental, Life, Retirement, Holidays, PTO, and other benefits, along with mileage reimbursement at the IRS rate.

### Primary Position Objectives:

Promote and facilitate the use of the Career Lab resources for CareerForce customers. Provide a variety of counseling services for the purpose of assisting agency clients to plan for, secure, and maintain employment.

### Required Qualifications:

Bachelor's degree in psychology or counseling or a combination of related education and related experience. English language proficient. Ability to communicate effectively both verbally and in writing. Computer skills to include word processing, email and internet. Must pass a criminal background check. Requires a valid driver's license, vehicle insurance, and a reliable vehicle. This position may travel during the daytime hours to other center locations to assist with case management or programming; mileage reimbursement is provided.

### Preferred Qualifications:

At least one (1) year of client service experience. Ability to interact effectively with youth customers. Exceptional written, verbal, analytical, and interpersonal skills. Must work effectively in a team-structured delivery system. Group facilitation experience and motivational skills. Those individuals who are veterans or possess the National Career Readiness Certificate (NCRC) will be given additional consideration.

### Essential Functions:

Conduct comprehensive assessment to identify barriers to employment and program service options. Plan and conduct employment planning sessions and assist in the development of the Employment Plan. Orient the customer to concepts, services, and layout of the Career Lab and assist customers in utilizing technology and printing resources. Provide coaching, reassurance, and motivation to customers who are tentative about self-service. Promote available services so customers have information necessary to make informed choices. Directs customers to appropriate partner or community resources to meet customers employability development needs. Maintain information systems equipment and materials so Career Lab services are operational. Collect information about customer satisfaction to facilitate continuous service improvements.

**Application Instructions:** Submit an application packet consisting of the Rural Minnesota CEP Application for Employment, resume, and cover letter by **4:30 pm** on the closing date to:

Melissa Kain, Human Resources Manager  
Rural Minnesota CEP, Inc.  
803 Roosevelt Avenue  
Detroit Lakes, MN 56501  
melissak@rmcep.com

A Rural Minnesota CEP Application for Employment can be picked up at any RMCEP office or online at [www.rmcep.com](http://www.rmcep.com). To receive an application via mail, email, or fax please call 218-847-0712. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

**RMCEP is an Equal Opportunity Employer/Program Provider**  
**Upon request, this information will be made available in an alternate form.**

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