



## JOB VACANCY ANNOUNCEMENT

**Position Title:** Job Counselor  
**Status:** Full-Time, 40 hrs/week  
**Starting Salary Range:** Grade 9; \$19.71 - \$22.77/hr  
**Location:** Little Falls CareerForce

**Position Number:** 23-02  
**Recruitment:** Internal/External  
**Closing Date:** May 28, 2023

### Primary Position Objectives:

This position provides a variety of counseling services for the purpose of assisting agency clients to become self-supporting by planning for, securing, and maintaining employment.

### Required Qualifications:

Bachelor's degree in psychology, counseling, social and human services, or a combination of related education and related experience. English language proficient. Ability to communicate effectively both verbally and in writing. Must work effectively in a team-structured client service delivery system. 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.

### Preferred Qualifications:

At least one (1) year of client service experience. Exceptional written, verbal, problem solving and interpersonal skills. Familiar with computer programs for assessment or skill development. Experience working in groups, facilitation, and motivational skills. Those individuals who are veterans or possess the National Career Readiness Certificate (NCRC) will be given additional consideration.

### Essential Functions:

Conducts comprehensive assessment to identify barriers to employment and program service options. Assists clients to develop and implement a meaningful Employment Plan for self-sufficiency. Facilitates group workshops focusing on job search and life skills. Arranges for agency supportive services in program participation. Arrange training services and refer clients to training providers. Attains or exceeds prescribed performance standards on a monthly basis. Maintains documentation of client contacts and progress related to their individual plans.

**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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