



## POSITION ANNOUNCEMENT

Date: MARCH 2019

Position: **CAREER COUNSELOR (for Veterans)**  
(New York, NY)

Responsibilities: Develop long-term vocational and educational goals to engage veterans in job readiness, placement, and retention activities. Assess and interpret the abilities, skills, interests, and aptitude of program participants using vocational testing tools. Identify employment, internship and training opportunities for veterans by conducting outreach to employers and networking with business groups and community organizations. Ensure program participants' files and case notes and other information is up to date, and prepare monthly and quarterly reports, other required reports and attend meetings as needed.

Qualifications & Education: Bachelor's degree, prior non-profit or related experience working with veterans preferred. Strong communication, organizational and critical thinking skills are essential. Proficiency in Microsoft Office applications is required. Knowledge of computerized reporting systems is essential.

Contact: **Frantz Michel**  
**Human Resources Specialist**  
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Or  
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Abilities, Inc.

An Equal Opportunity/Affirmative Action Employer  
**Veterans and individuals with disabilities are encouraged to apply**