

## **Hurricane Reintegration Career and Life Counselors Job Description**

This position will be filled under the hiring authority of \_\_\_\_\_, which (or who) is the recipient or sub-recipient of a grant from the U.S. Department of Labor, Employment and Training Administration designed to expand the capacity of the One-Stop Career Centers to provide reintegration counseling in hurricane-ravaged areas of the nation and other areas where there is a high concentration of individuals displaced due to the hurricanes. The goal is to help address the immediate and unprecedented challenges facing the victims of recent hurricanes and their aftermath. The goal of these supplemental Reintegration Counselors (RCs) is the reestablishment of self-sufficiency among the affected residents by providing direct counseling and connecting them to available support services and ultimately to the services of nearby One-Stop Career Centers to become re-employed. The RC will be operationally part of the One-Stop Career Center and will work as a full-time supplemental service provider, advocate, and guidance professional on all issues related to the successful reintegration of individuals displaced due to the hurricanes into the community in which they choose to live and work. This work is expected to be intense, but short term. These positions are being filled in locations with high concentrations of individuals displaced due to the hurricanes across the nation for a period of four to six months' duration. Counseling services may take place in evacuee centers, in One-Stop Career Centers, or other locations where temporary services can be delivered, and there is access to the individuals displaced due to the hurricanes.

The RC will facilitate the connection with all necessary services available in the local area, or from their home community, to assist the individuals displaced due to the hurricanes to move back into the economic mainstream with full-time employment, a permanent residence, and stable life support. This will require skills and experience with one-on-one crisis and family counseling and a broad knowledge of the human service network of agencies in the local area, to ensure that all available resources are being leveraged. In the context of evacuee centers, these services will be coordinated with other on-site service providers.

The ultimate goal of the four to six month RC position is to help individuals displaced due to the hurricanes return to self-sustaining employment with opportunities for career advancement. To accomplish this goal requires life counseling to support individuals displaced due to the hurricanes through the confusion and despair of the immediate aftermath of the disaster by facilitating the resolution of complex life issues that are barriers to employment, and to enable the individual to successfully access necessary training and reenter the labor market.

### **Tasks may include:**

- Assessing individual's employability and life circumstances following the hurricane and identifying barriers to returning to successful employment.
- Providing reintegration counseling.
- Guiding individuals displaced due to the hurricanes in identifying employment and career opportunities and accessing training and development resources to increase their employability skills.

- Providing connections and referrals to appropriate employment and training services and other support and human services as needed such as income support, child care, transportation, housing, financial and debt counseling, legal assistance, etc.
- Routine communication and coordination with the One-Stop Career Centers.
- Participation in information sharing and technical assistance calls sponsored by the U.S. Department of Labor.
- Maintenance and reporting of information on individuals served.

### **FACTOR 1. KNOWLEDGE and DEGREE REQUIRED**

The RC must be highly skilled and possess a college degree, preferably a master's degree, in counseling, social work, guidance counseling, career guidance, or other like degree that positions the RC to provide reintegration counseling to individuals experiencing a wide array of complex life issues.

### **FACTOR 2. SUPERVISORY CONTROLS**

The RC will operationally be responsible to the manager of the One-Stop Career Center, but will function on a daily basis with minimum supervision, and therefore must be able to demonstrate the ability to make independent judgments and facilitate timely outcomes for the individuals displaced due to the hurricanes, without constant direction. Activities will be monitored and supported by the administration of the grantee organization, which will also provide for record keeping, time keeping, and payroll.

### **FACTOR 3. SCOPE AND EFFECT OF THE WORK**

The work of the entire team of RCs will have nationwide scope and effect. The purpose of the work of each RC is to expedite all necessary assistance and support needed to reintegrate individuals displaced due to the hurricanes back into the American economic and social mainstream, thereby stabilizing their self-sufficiency and promoting their mental and physical well being.

### **FACTOR 4. PHYSICAL DEMANDS**

Since the RC will be working out of various locations, and in some cases will need to be mobile in delivering services, physical demands will be quite high, including long hours, temporary office situations, exposure to large numbers of people, some with illness or disabilities, the need to physically relocate in some situations, and the need to be available to travel for training or to deliver participant services. RCs must be healthy enough to function under emergency conditions, which may include: long shifts, austere conditions, military ready-to-eat meals, and portable temporary facilities.