

VETERANS LEADERSHIP PROGRAM *of* WESTERN PENNSYLVANIA

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[HTTP://WWW.VLPWPA.ORG](http://www.vlpwpa.org)

JOB DESCRIPTION

CAREER ADVISOR

HOURS: 8:30 – 4:30 Monday through Friday, or as required to meet all deadlines

SUPERVISION: Program Director

EDUCATION: Two or more years of case management experience. Bachelors Degree plus related experience in field.

MISSION: Veterans Leadership Program (VLP) of Western Pennsylvania provides essential housing, employment, and other vital supportive services to eligible veterans, service members, and their families to improve self-sufficiency, sustainability, and quality of life.

DESCRIPTION: The Career Advisor will provide outreach, networking, skill assessment and job coaching services to unemployed/underemployed veterans and their families in Allegheny County. The ideal candidate will be an energetic, empathetic and creative problem solver who enjoys educating clients on the refined details of how to conduct a successful job search and retain employment. Additionally, the Career Advisor will be responsible for conducting outreach efforts to employers throughout the region as a means of ensuring a continual flow of employment opportunities for our nation's heroes. Recordkeeping is an important part of the position--keeping client and agency files accurate, up-to-date, and in order is a critical function.

REQUIREMENTS:

- Positive attitude with professional demeanor and effective presentation, oral and written communications skills are a must.
- Candidate must be sincere and passionate about their work with Veterans.
- Computer literate: strong proficiency with Microsoft Office (Excel, Outlook, Powerpoint, Word) and relationship management database software.
- Act 33 and Act 34 Clearances.
- Previous experience working in human services is preferred.
- Veteran with honorable discharge is preferred.
- Candidate must be able to work both independently and as a team player. Our core values matter: Respect, Professionalism, Humility, Integrity, Honesty, Courtesy,

“Great”, Reliable, Sense of Urgency, Mission, Performance, Responsibility, Accountability, Teamwork, Learning, Discipline, Dependable, Open, Transparent, No Judgment.

We also believe that Achievement is the result of Preparation, Hard Work, and Constantly Raising the Bar as we challenge ourselves, each other, and our clients in a positive, success-oriented, creative atmosphere that values continual improvement.

RESPONSIBILITIES:

- Provide comprehensive skill assessment and job coaching services to each client.
- Prepare an Employment Development Plan (EDP) for each client, including measurable action items and timelines.
- Prepare and present a variety of topics at weekly group meetings. Examples of topics may include: Job searching techniques, Sharpening your interviewing skills, Professional dress and etiquette, Anger management on the job, Financial literacy, Job hunting with a criminal record, etc.
- Maintain clear and up-to-date progress notes for each client.
- Complete reports in an accurate, thorough, and timely fashion.
- Coordinate with other VLP staff to conduct outreach activities throughout the regional community.
- Represent the Agency at public forums and community events.
- Other duties may arise and be assigned by the Program Director.

TO APPLY: Please email resume and a paragraph summarizing why you are the right person for this important position to employment@vlpwpa.org. No telephone calls please.

VLP is an equal opportunity employer