



FINCH-HENRY JOB CORPS CENTER

821 Highway 51 South
Batesville, MS 38606
Telephone: 662.563.4656
Facsimile: 662.563.1644
Toll Free: 800.733.5627

Admissions Counselor

Department: **OA/CTS**
Classification: **Exempt**
Status: **Full-Time**

Reports To: **OA/CTS Manager**
Dates of (1st) Posting: **08/16/2024 – 08/26/2024**
Salary: **Contact Human Resources**

GENERAL FUNCTIONS:

Reports to the OA/CTS Director. Responsible for providing placement and follow up services to former enrollees and graduates in compliance with government and management directives

Job Description:

- Conduct innovative outreach activities with public service agencies, community organizations, schools and individuals who might refer eligible candidates to the Job Corps program.
- Interview interested candidates and obtain pertinent information on each one.
- Prepare documentation on potential students and review with the center as applicable or necessary.
- Maintain monthly goals established by the PRH and management.
- Review and audit all assigned areas regularly for contractual compliance and effectiveness of delivery of services to students. Prepare related reports.
- Arrange for and assist in providing pre-enrollment orientation; schedule tours of the center.
- Prepare necessary and required reports related to the outreach.
- Assist in the development of new and revised policies and procedures affecting student recruitment.
- Create network with youth development agencies, one-stop agencies, churches and community organizations to provide a wide-base for recruiting of potential students.
- Introduce labor market information to help with the career transition period process and analyze career paths in local labor market.
- Participate in student employability programs and activities.
- Support, promote, and enforce the Job Corps' Zero Tolerance Policy.
- Promote the development of Career Success Standards by modeling appropriate behaviors, mentoring students where necessary and monitoring both positive and negative behaviors through interventions.
- Maintain accountability of students and property; adhere to safety practices.



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MINIMUM QUALIFICATIONS:

Education:

Bachelor's degree in human services, psychology, counseling, education, social science, communications, or closely related field; or Associate's degree in human services, psychology, counseling, education, social science, communications, or closely related field, and two years related experience.

Experience:

Experience may include successful Job Corps outreach and admissions experience or successful outreach and admissions experience with other youth development programs.

Days/Hours: 8 hours per day/ 40 hours per week

LICENSE OR CERTIFICATIONS:

A valid Regular Driver License is required.

Interested applicants may forward a resume and appropriate credentials to:

Finch-Henry Job Corps Center
Attn: Human Resources
pittman.lucy@jobcorps.org
Visit our website at
<https://serrato-corporation.prismhr-hire.com/>
An Equal Opportunity Employer
M/F/ Veterans/Disability

