

## **Work-Able Counselor, Confidential - Pittsburgh, PA**

Posted: 8/24/09

### **QUALIFICATIONS**

Master's Degree required in human services field with experience in counseling and assessment. Excellent organizational and written skills. Strong interpersonal and communication skills. Computer proficiency in Microsoft Office Suite. Ability to demonstrate sound judgment, aptitude and effectively with a wide range of constituencies in a diverse community is required.

### **DUTIES AND RESPONSIBILITIES**

-Provide assessment and counseling to Work-Able clients as per training and maintain contact as needed to monitor job progress and mental health symptoms.

-Provide follow up counseling as needed during non-traditional business hours.

-Identify and help to develop Work-Able employer network for placement of clients with mental health issues who may require workplace accommodations.

-Assist in the creation and implementation of Work-Able specific workshops.

-Establish sources and contacts for recruitment of Work-Able clients.

-Assist in the creation of Work-Able manuals, documents, etc.

-Assist in the development of professional advisory board.

-Participate in training and development activities consistent with job responsibilities.

-Assume other related duties as assigned.

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Competitive salary and benefits package.

E.O.E.

**TO APPLY:** Please send your resume and cover letter to [cdc@jfcspgh.org](mailto:cdc@jfcspgh.org).

*Please mention that you heard about this opportunity from Dewey & Kaye Jobs Watch in your cover letter when applying for this position.*