



Louisville, KY 40299

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Shultz Career Consulting is a leading career counseling practice specializing in career counseling, coaching, assessment, professional resumes, interview rehearsal, and job placement. We work with both individuals with and without disabilities and our clients come from the general community, state and federal contracts, law firms, and employers. Clients range from high school students to retirees looking for a second career life and all things in between. As leaders in our field, we provide expert vocational consultation in matters regarding the loss of employment and wages.

Position: Career Coach/Counselor

Job description:

Independently manages client case load, completes reports, develops and updates resumes, conducts interview rehearsals, leads workshops, and maintains professional network leading to positive employment outcomes while empowering and increasing client confidence.

An ideal candidate will have/be

- Master's degree (CRC certification preferred)
- Experience in job placement, marketing, or sales (preferred)
- Knowledge of career counseling theories and practices (preferred)
- Strong writing skills
- Effective verbal communication skills
- Ability to effectively negotiate
- Ethical and able to establish and maintain healthy boundaries with clients
- Professional social media presence
- Enjoy helping others to achieve their goals
- Comfortable speaking in front of groups of people
- Appreciate diversity including race, age, gender, ethnicity, and differences in ability
- Awareness of ADA, fair hiring practices, FLMA, etc.
- Be computer literate
 - Knowledgeable in Word & Excel
 - Able to e-mail and send attachments
 - Able to fax/scan
- Highly organized, able to prioritize, and enjoy autonomy
- Have a clean criminal background (unique circumstances are considered on a case by case basis)

Job Duties:

- Provides clients with a safe, nurturing environment; able to identify and focus on client strengths, uses motivational interviewing techniques, and incorporating positive feedback into counseling/coaching practice
- Administers/assists with vocational, forensic, and career evaluations
- Identifies appropriate potential employers based on client's skills, abilities, and interests while staying within their limitations and preferences
- Creates professional resumes, cover letters, and thank you notes for individuals with a variety of professional and educational backgrounds
- Guides client's acceptance of skills vs. limitations, identifies transferrable skills (when applicable) and assist client in marketing themselves to prospective employers
- Facilitates a positive adjustment to employment including follow up support
- Assists in submitting applications and/or resumes
- Provides interview rehearsal and coaching
- Completes monthly reports
- Completes labor market surveys
- Networks with employers, hiring managers, and HR professionals
- Observes and adheres to policies regarding confidentiality and ethics
- Represents SCC with a consistent professional demeanor and polished presentation

Requirements:

Due to the global pandemic, services are ONLY being performed remotely. However, **the ideal candidate must be able to commute to Louisville, KY to meet clients in person** as we will be returning to in-person services in the near future. Work is primarily performed first shift although there are some exceptions.

The ideal candidate must have a private work area free from distractions, be able to safeguard our client's confidentiality, and abide by HIPPA laws as applicable.

Culture:

At SCC, we appreciate and welcome diversity, inclusion, and equality. Additionally, we place a high emphasis on work-life balance.

Compensation:

Salary determined by education and experience based on industry.

Applying:

Please send resume and cover letter to Elizabeth@ShultzCareer.com, Attn: Elizabeth Shultz, M.Ed., CRC, CPRW.

Shultz Career Consulting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, gender, disability, sexual orientation, marital status, or protected veteran status.