



Urban League
of Greater Oklahoma City, Inc.

Empowering Communities
Changing Lives

JOB TITLE: UYRP Advocacy Counselor (AC)
DEPARTMENT: Workforce & Career Development
REPORTS TO: WFCD Coordinator
FLSA STATUS: Exempt
SALARY RANGE: To be Determined
WRITTEN BY: Ollivett Brothers, WFCD Coordinator
SEND RESUMES TO: humanresources@urbanleagueok.org

ABOUT THE URBAN LEAGUE:

The Urban League of Greater Oklahoma City Inc., an affiliate of the National Urban League, is a non-profit, United Way agency partner established in Oklahoma City in 1946. Its mission is to assist African Americans, other minorities and the poor to achieve social and economic equality. Visit www.urbanleagueok.org for more information. The UYRP is a partnership between the National Urban League and the US Department of Labor.

BASIC FUNCTION:

Under the general supervision of the WFCD Coordinator, the Advocacy Counselor (AC) will be responsible for recruiting and assessing participants, guiding the development of participants' educational and career plans, referring clients for support services as needed, coordinating training with community colleges in demand occupations; Construction, Healthcare, Logistics, or Technology, etc. The AC will provide guidance and intentional direction to currently or previously justice involved young adults and or high school drop outs. The AC is responsible for promoting personal growth, independence, responsibility and accountability with the goal of the young adult achieving employment and self-sufficiency. The AC will provide access to financial education, coordinate mentoring, One Stop services, and monitoring progress, The AC will provide follow-up services. Working with the WFCD team, the AC will assist participants in rebuilding their lives by addressing factors that contribute to recidivism, homelessness, and or addiction, etc. The UYRP aims to serve 80 young adult offenders and or high school dropouts, ages 18 to 24, in high-poverty and high-crime communities.

RESPONSIBILITIES

- Collaborate with workforce team to recruit and enroll a minimum of 80 participants (including veterans); ages 18-24 years old in the UYRP program including conducting client intakes.
- Provide services to enhance clients' educational and employment opportunities.
- Implement a comprehensive strategy and coordinated service model to clients in the areas of employment, occupational skills training, educational interventions, supportive services, and mentoring
- Provide individual case management sessions with all clients at regularly scheduled intervals to identify and reduce barriers to educational and employment achievement.
- Offer supportive service referrals in housing, substance abuse, legal advocacy, social skills, financial management, basic skills, GED prep, childcare services, occupational skills training, employment support to holistically address clients' needs.
- Assist client in enrolling in occupational skills training at OK Community Colleges in Construction, Healthcare, Logistics or Technology, etc.
- Assist the UYRP Job Developer with job counseling and job placement activities.
- Provide exit and post program follow-up services.
- Document barriers to employment and steps taken to remove barriers and progress toward participant employment goals.
- Document all client contact and progress, including time and date, type of contact, outcome and plan of action.
- Assist in maintaining informational files and job bank of current employment opportunities.
- Track and report participant enrollment and program participation information as required by ULOKC and NUL.
- Meet the annual objectives/goals of UYRP and program's United Way Agency profile.

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QUALIFICATIONS:

- Bachelor's Degree in Social Work (BSW), Psychology, Counseling, Criminology, Business, Public Administration, Communications or a related social/behavioral science field.
- Two-three years' experience in delivering case management services.
- Strong relationship-building skills
- Knowledge of the local labor market
- In-depth understanding of the skills necessary to obtain suitable employment opportunities.
- Excellent verbal, written and interpersonal communication skills
- Ability to work effectively with people of diverse educational and cultural backgrounds, from ex-prisoners to public officials.
- Computer literacy, including knowledge of Microsoft software applications and familiarity with communication platforms: social media, internet, and email communications.
- Knowledge of criminal justice system and/or experience with ex-prisoners is preferred.
- Ability to travel within city and surrounding community.