



Urban League  
of Greater Oklahoma City, Inc.

Empowering Communities  
Changing Lives

**JOB TITLE:** UYRP Assistant Advocacy Counselor (ACC) Workforce & Career  
**DEPARTMENT:** Development  
**REPORTS TO:** WFCD Coordinator  
**FLSA STATUS:** Non-Exempt  
**SALARY RANGE:** To Be Determined / Part time / **Up to 25 hours Weekly**  
**WRITTEN BY:** Ollivett Brothers, WFCD Coordinator  
**SEND RESUME TO:** [humanresources@urbanleagueok.org](mailto: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](http://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 Assistant Advocacy Counselor (ACC ) will be responsible for assisting UYRP staff with the overall implementation of services. Will take the lead in collecting, reporting, document and maintaining data in required tracking systems. Will conduct intake, collect eligibility and other documentation. Assist with mentor recruitment, and will provide support as needed with all functions of the UYRP program. Provide support during the initial eligibility and intake process; implement program's workforce development framework, and cultivating employment opportunities on behalf of the participants. Provide day-to-day case management support services to participants, coordinating participants' services and activities, and engaging participants throughout the entirety of the program.

#### **RESPONSIBILITIES**

- Recruit and enroll at least 80 participants for services that will assist participants in securing and maintaining employment that leads to self-sufficiency.
- Report all participant enrollment and program participation information into the electronic system as required by ULOKC and NUL for the UYRP.
- Assist with job counseling, development and placement activities.
- Maintain confidential client applications and data entries in electronic filing system.
- Assist with conducting in-depth assessments.
- Develop Individual Career and Education plans.
- Provide individual case management sessions with all clients at regularly scheduled intervals.
- Develop individual service plans for all clients to identify barriers to becoming successful in educational and employment goals.
- Document all client contact and progress, including time and date, type of contact, outcome and plan of action.
- 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.
- Implement process and procedures for activities that include intake, assessment, case management, exit and post program follow-up.
- Track and report all participant enrollment and program participation information as required by ULOKC and NUL.
- Participate in UYRP training, conference calls, webinars, and monthly, and/or quarterly progress program reports, written and/or oral, as required.
- 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 or
- 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.

If interested in this position, please apply by submitting a copy of your resume to  
[humanresources@urbanleagueok.org](mailto:humanresources@urbanleagueok.org).