

## **Volunteer Position Description Transitional Housing Job Counselor**

### **Purpose**

Through our Transitional Housing Program, Community Lodgings works intensively with homeless families to help them reach self-sufficiency. As part of the road to independence, we require adults in our Transitional Housing Program to attain or maintain full-time employment. Job Counselors help clients find a new job should they become unemployed during their tenure with us.

### **Key Responsibilities:** Teach client to:

- Establish successful job search strategies
- Improve computer skills
- Research opportunities for basic job skills training
- Learn and apply successful job interview techniques
- Create an efficient weekly schedule
- Write resumes and cover letters

**Reports to:** Transitional Housing Case Manager

**Time Commitment:** 1-2 hours/month

**Length of Term:** Mentor meets with client at least once a month for a minimum of six months.

Age Requirement: 23 years old and older

**Dress Code:** Business casual

**Location:** Budget mentors meet with program participants in our administrative office at 3912 Elbert Avenue, Suite 108 Alexandria, VA 22305

**Qualifications:** College degree required. Background in Human Resources preferred.

**Training:** Vocational Mentor meets with Employment Counselor to discuss responsibilities of position and completes the requisite paperwork before being assigned to a family. Vocational Mentor is trained by the Employment Counselor for one session to learn what is expected from him/her in this role.