



EMPLOYMENT VACANCY

POSITION:	Adult Education Counselor (Full Service Center)
DATE:	January 30, 2017
STARTING DATE:	July 1, 2017
SALARY:	Negotiable Based on Experience
LOCATION:	EHOVE Career Center , 316 West Mason Road, Milan, OH 44846
RESPONSIBILITIES and ESSENTIAL DUTIES:	<p>Understanding of and commitment to career-technical education. Experience in adult education and/or promoting student success preferred.</p> <p>Ability to lead, coordinate and/or facilitate groups and evaluate academic programs and people with care and integrity that reflect EHOVE's mission and vision. Development and delivery of individual and group counseling opportunities for both students and staff. Serve as a resource to help students identify and resolve barriers to program success, and as a resource for staff concerns related to student barriers.</p> <p>Excellent time and project management skills in order to handle multiple and competing priorities embedded in the Student Services Department including student assessment, records management/assessment security, job seeking skills instruction, coaching/mentoring, and organizational paperwork.</p> <p>Highly-skilled written and verbal communication skills.</p> <p>Expertise in managerial skills that focus on safety, professional development and technology that enhance the adult student support services process. Maintains confidentiality.</p>
MINIMUM QUALIFICATIONS:	Licensed Professional Counselor, Licensed Social Worker or ODE-Licensed/Certified School Counselor. Meets all health and legal requirements needed for local, state and national compliance.
HOW TO APPLY:	<p>Submit cover letter, EHOVE application and resume to : (EHOVE Application (Certified Application) available on our website: www.ehove.net.)</p> <p>Ben Chaffee, Jr., Executive Adult Director 419.499.4663 or 419.627.9665 x286 / bchaffee@ehove.net ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED</p>
APPLICATION DEADLINE:	March 3, 2017 or until position is filled.

316 West Mason Road Milan, OH 44846

☐ 419.499.4663 or 419.627.9665 ☐ Fax: 419.499.4076 ☐ www.ehove.net

AN EQUAL OPPORTUNITY EMPLOYER