This document further clarifies the role of the Career Counselor in the Youth CareerConnect (YCC) grant program.

Table of Contents:

I. YCC Career Counselor FAQs
II. Career Counselor Resources
YCC CAREER COUNSELOR FAQ

1. What do YCC Career Counselors provide for participants?
   YCC Career Counselors provide individualized career counseling and academic counseling which focuses on, but is not limited to, the student; academic progress; post-secondary planning; financial literacy; and career exploration (Solicitation for Grant Applications (SGA) for the Youth CareerConnect Program pgs. 8-9, 31):

   **Student-Focused**
   - Encourages and supports the participation of low-income students and students who are traditionally underrepresented in the proposed industry/occupation including students with disabilities, English language learners, females and minorities
   - Assists with addressing other counseling needs, such as personal issues

   **Academic Progress**
   - Assists participants to select courses within a program of study to meet their career and educational objectives, including:
     - dual enrollment courses provided by an eligible institution of higher education, or
     - other advanced coursework, such as Advanced Placement or International Baccalaureate Diploma Programme courses

   **Post-secondary planning**
   - Assists participants with selecting and applying to post-secondary education and training opportunities that are a good fit based on academic progress and degree and/or certificate objectives;
   - Assists participants with completing college and training applications
   - Assists with organizing college and training information sessions or program tours
   - Assist participants with creating, regularly reviewing and updating their Individual Development Plan (IDP)

   **Financial Literacy**
   - Works with participants to determine ways to finance post-secondary education and training, including securing financial aid, grants and scholarships as well as the completion of the FAFSA
   - Review budgeting and basic banking with participants

   **Career Exploration**
   - Identifies work-based learning experiences that compliments participants’ career aspirations
   - Assists participants with identifying and obtaining employment in their chosen career pathway
   - Administers career interest inventories
• Provide occupational information based on local labor market conditions
• Provides participants with viable ways of pursuing both a career pathway that may include “earn and learn” programs such as Registered Apprenticeship
• Assists with providing the participants with work readiness skills that are critical for success in the workplace including, but is not limited to:
  o classroom speakers from targeted employers;
  o field trips to employers in relevant industries and occupations;
  o job shadowing opportunities;
  o attendance at conferences for trade associations and professional organizations;
  o salary negotiation skills;
  o community service and service learning in relevant industries and occupations;
  o mock interviews by potential employers;
  o résumé writing workshops; and
  o internships with an employer during the final year of the program;

2. Can the YCC Career Counselor(s) be the same person as the school’s Academic Advisor(s)?
   Yes, they can be the same person if the school’s Academic Advisor is able to cover all of the elements required of the SGA. The SGA stresses that dedicated counselors should be assigned to the YCC program due to the ongoing, accessible, integrated and comprehensive counseling services required to be provided to the participants (SGA, pg. 9).

3. How often should YCC Career Counselor(s) meet with the participants?
   Counselors must meet frequently with each participant individually on a set schedule to assess progress on their career and academic plans and to make adjustments as necessary (SGA, pg. 9).

4. Can workforce system partners augment the required career counseling services?
   Yes, it is strongly encouraged the workforce investment system partner facilitates a relationship between the One-Stop Career Centers (also known as the American Job Centers (AJCs)) and the high schools (SGA, pg. 9). The collaboration between the YCC Program, the One-Stop Career Centers, Workforce Investment Opportunities Act (WIOA) youth services providers, and other community resources can be utilized to deliver direct career counseling or augment services provided by the YCC Career Counselor to include, but is not limited to:
   • Administering career interest inventories
   • Assisting participants with identifying and obtaining employment in their chosen career pathway
   • Assisting with planning career and college fairs
   • Providing opportunities for community service and service learning in relevant industries and occupations
   • Conducting mock interviews by potential employers
   • Conducting résumé writing workshops
   • Identifying work-based learning experiences that compliments participants’ career
aspirations

- Placing students in internships with an employer during the final year of the program
- Placing students in summer employment opportunities
- Planning field trips to employers in relevant industries and occupations
- Practicing salary negotiation skills with the participants
- Providing job shadowing opportunities
- Providing occupational information based on local labor market conditions
- Securing classroom speakers from targeted employers

5. **What are some additional activities in which YCC Counselors should participate?**

- Work with the One-Stop Career Centers (also known as the American Job Centers (AJCs)) to plan and execute delivery of direct career counseling or augment services
- Participate in externships and professional development trainings and field trips
CAREER COUNSELOR RESOURCES

Free Career Assessments

Armed Services Vocational Aptitude Battery (ASVAB)
http://official-asvab.com/counselors.htm
The ASVAB is offered to high school and post-secondary students as part of the ASVAB Career Exploration Program. The program provides tools to help students learn more about career exploration and planning, in both the civilian and military worlds of work.

My Next Move
http://www.mynextmove.org/explore/ip
The O*NET Interest Profiler can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do and decide what kinds of careers you might want to explore.

Videos

Jobs Made Real: By Teens for Teens
http://www.jobsmadereal.com
This website features thousands of videos of people describing and engaged in doing their jobs. The idea for the website was created in response to teens saying they do not know what people really do in their jobs.

Professional Associations
http://www.cacareercafe.com/association-lessons
This is a Professional Association Database that is broken down into 15 industry pathways. These associations can help build networks, set up informational interviews, connect with mentors, get internships, earn scholarships and find jobs in your career field.

Disabilities

On the Job: Stories from youth with disabilities
http://www.waisman.wisc.edu/naturalsupports/pdfs/YS.pdf
In this booklet, we have compiled six stories of youth who benefited from a different approach. Rather than depending exclusively on formal supports from their schools or service providers to find and keep their jobs, these youth—and the adults who supported them—drew heavily upon natural supports in the workplace and broader community.
The 411 on Disability Disclosure
This workbook provides the expertise about disclosing a disability, and you provide the expertise about yourself. It helps you make informed decisions about disclosing your disability, decisions that will affect your educational, employment, and social lives.

Other

https://blog.dol.gov/2015/09/03/building-better-career-pathways/
The toolkit features six Key Elements of Career Pathways that help to guide local and state teams through the essential components necessary for developing a comprehensive career pathways system.

Federal Student Aid – Financial Aid Toolkit
http://financialaidtoolkit.ed.gov/tk/learn/fafsa.jsp
The Financial Aid Toolkit provides federal student aid information and outreach tools for counselors, college access professionals, nonprofit mentors, and others. Once you understand the FAFSA process, you'll feel more comfortable advising students. Familiarize yourself with our in-depth FAFSA information and then use the tips and tools on this page to guide your students.

HowToBecome
http://www.howtobecome.com
HowToBecome provides detailed information on over 500 popular careers to guide you on the right path. Expert advice by professionals in the field is an additional feature.

Career Guidance Infographics
https://www.pinterest.com/Guidance_Career
Infographics are designed to condense large amounts of information into a format that enhances readability and comprehension. More than 500 infographics on careers, college life, resumes and cover letters, interviews, study skills and more are available at this Association for Career and Technical Education (ACTE) site.

Success in the New Economy Video
https://vimeo.com/67277269
A compelling case for students to explore career choices early, make informed decisions when declaring their college education goal, and to consider technical skill acquisition, real-world application and academics (career technical programs) in tandem with a classic education.