

EMPLOYMENT AND TRAINING COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: This is entry level professional work in the field of vocational guidance in the local Employment and Training Agency. Responsibilities include providing vocational guidance and related services to participants in various aspects of the Employment and Training Agency program, requiring the exercise sound professional judgment in formulating and carrying out plans to meet individual vocational problems faced by participants. Duties involve assisting clients with employability plans involving remedial education, work experience, specialized skill training, and related supportive services. Work is performed under general supervision of a higher level Counselor or other higher level administrative staff. Guidance and instruction will be received on individual problem cases. Supervision may be exercised over the work of para-professional and clerical assistants. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal, and social background to aid in formulating employability or training plans;

Formulates employability plans for participants of the program;

Aids clients in obtaining support services as needed;

Provides information to clients regarding job opportunities, training, or apprentice programs and vocational education;

Makes home or work site field visits to discuss problems and progress with clients, training agencies, and employers;

May conduct orientation and/or informational sessions with client groups regarding career opportunities in the community;

Maintains and updates client program records, employability plans, and progress reports;

Visits community groups to promote the use of Employment and Training Agency Services;

Participates in staff meetings and conferences designed to define client goals, problems, and evaluate progress;

May administer standardized vocational tests used in the evaluation of participant vocational skills and/or needs;

Prepares a variety of narrative as well as tabular reports;

Provides professional vocational instruction;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Working knowledge of concepts of the cultural, environmental, and personal factors influencing the lives of Employment and Training Agency clientele; working knowledge of

interviewing practices and techniques; working knowledge of community organizations and human service agencies; good knowledge of training and educational programs sponsored by the Employment and Training Agency; working knowledge of sources of job placement; working knowledge of Federal, State, and Training Rules and Regulations, and ability to apply the knowledge in the performance of the duties of the position; ability to evaluate clients' vocational interests and aptitudes; ability to establish and maintain effective interpersonal relationships with clients, employers, and training agencies; ability to prepare, as well as interpret, narrative and tabular reports; ability to communicate effectively orally.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree; or
- b) Associates degree or completion of sixty (60) college credits and two (2) years of full-time experience as a Counselor, Caseworker, Employment Interviewer, Employment and Training Assistant, or other related position with similar duties and responsibilities; or
- c) Graduation from high school or possession of a comparable diploma and four (4) years of full-time experience as a Counselor, Caseworker, Employment Interviewer, Employment and Training Assistant, or other related position with similar duties and responsibilities; or
- d) An equivalent combination of training and experience as defined by the limits of a), b) or c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

VOLUNTEER EXPERIENCE NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.