

SENIOR EMPLOYMENT AND TRAINING COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: This is senior level professional work involving responsibility for performing complex vocational guidance functions with participants in various aspects of the local Employment and Training Agency program. Duties include providing individual or group counseling and/or vocational guidance services to clients whose more severe or complex personal, social, or vocational problems cannot be addressed by lower level counselors, as well as overseeing the administration of vocational tests for evaluation of participants' vocational skills and/or needs, development of employability plans, and related special assignments of an advanced nature. Work is performed under general supervision of a higher level administrator, with latitude allowed for independent action in carrying out the details of the work. Supervision may be exercised over the work of Employment and Training Counselors and/or non-professional employees. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs vocational guidance functions at an advanced level in areas where clients have special social, adjustmental, or personal problems which could affect program performance or success;

Trains Employment and Training Counselors in agency intake, eligibility determination, screening, interviewing, and vocational guidance techniques;

Assists Employment and Training Counselors to evaluate specific or difficult problems and devise solutions;

Develops needed community resources and maintains working relationships with community groups and programs dealing with Employment and Training Programs;

May supervise a small group of Employment and Training Counselors and other staff members engaged in determining eligibility and formulating employability plans for delivery of agency supportive services related to recruitment, placement and guidance;

May supervise the administration of standardized vocational testing procedures used in the evaluation of Employment and Training participant vocational skills and/or needs;

May act as agency coordinator with other community service agencies, such as social services, mental health, private hospitals, etc. to provide more comprehensive services to clients;

May carry out special projects in the areas of vocational research, study, and development;

May perform specialized follow-up visits to assist in evaluating guidance and program effectiveness related to training and/or job retention;

May act as a counseling team leader in the absence of a higher level supervisor;

May serve as a liaison for policy coordination between counseling and other staff employees of the agency;

Prepares a wide variety of records and reports;

Performs a variety of related activities as required.

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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 AND PERSONAL CHARACTERISTICS: Good knowledge of concepts related to cultural, environmental, and personnel factors influencing lives of persons who are economically disadvantaged, low income, or unemployed; good knowledge of community organizations and human services agencies; good knowledge of services provided in a local Employment and Training Program; good knowledge of sources of occupational information related to vocational guidance, training, and placement; good knowledge of Federal, State, and Local Employment and Training Laws, Rules, and Regulations, and ability to apply the knowledges in performance of duties; ability to evaluate client vocational interests and aptitudes; ability to communicate Employment and Training goals and services to individuals and groups and stimulate their interest; ability to plan and supervise the work of others; ability to work with clients in a variety of counseling and vocational guidance situations; ability to establish and maintain effective interpersonal relationships; ability to understand, interpret and prepare written materials; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree and one (1) year of full-time experience as a Counselor, Caseworker, Employment Interviewer, or other related position with similar duties and responsibilities; or
- b) Completion of a minimum of 60 semester credit hours with at least 12 credit hours in the areas described in a), and three (3) years of experience as described in a); or
- c) Graduation from high school or possession of a comparable diploma and five (5) years of experience as defined in a); or
- d) Seven (7) years of full-time experience in the areas defined in a); or
- e) An equivalent combination of training and experience as defined by the limits of a) through d).

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. However, a minimum of one (1) year of experience is required.