EMPLOYMENT AND TRAINING COUNSELOR I

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for providing professional vocational guidance and related services to individuals participating in various aspects of employment and training programs. This is an entry-level professional position in the field of vocational guidance. An employee of this class works with non-job ready adults applying for skills training or subsidized employment programs. The duties involve the responsibilities of assisting clients in formulating and modifying employability plans which may involve remedial education, work experience, specialized skill training, and related supportive services. This work involves responsibility for the administering and scoring of vocational assessment batteries for purposes of selection and placement of clients in local employment and training programs funded by the Comprehensive Employment and Training Act (CETA). The Employment and Training Counselor I is called upon to exercise sound professional judgment in formulating and carrying out plans to meet individual vocational problems faced by clients. An employee in this class must establish and maintain liaison with private employers in local industry, the educational facilities, the State Employment Service, and various rehabilitation resources in the community in order to develop areas of employment and training opportunities. Work is performed under the general supervision of either a higher level Counselor or other higher level administrative staff employee of the agency who, as necessary, offers guidance and instruction on individual problem cases and reviews their progress. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in timely and efficient manner. Supervision may be exercised over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES

Interviews active or potential clients to gather and evaluate information related to eligibility, prior work experience, education, specific skills, physical, personal, and social background to aid in formulating employability or training plans.
May contact other persons such as caseworkers or previous employers to obtain broad understanding of applicant's present situation.
Formulates employability plans for participants of the program leading to a goal of unsubsidized employment.
Administers and proctors assessment batteries for purpose of selection and placement of clients for CETA programs.
Scores assessment tests and applies score to an already developed standardized norm.
Aids clients in obtaining specific support services such as: transportation, childcare, legal aid, etc., by contacting the proper agency or the client's caseworker if the client is receiving public assistance.
Provides information to clients regarding job opportunities, training, or apprentice programs and vocational education.
Recommends assignment to specific programs.
Makes home or work site field visits to discuss problems and progress with clients, training agencies, employers and instructors.
May conduct orientation and/or informal informational sessions with clients' groups regarding career opportunities in the community.
Maintains continuous contact with clients and updates client program records, employability plans, and progress reports.
Provides periodic guidance in meeting established plan goals.
Participates in staff meetings and conferences designed to define client goals, problems and evaluate progress.

May visit community groups to promote the use of agency services.
Prepares a variety of narrative as well as tabular reports and records related to agency activities and individual assignments.
May recommend standardized vocational tests for evaluation of clients vocational skills and/or needs and refer client for such evaluation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of concepts of the cultural, environmental, and personal factors influencing the lives of persons who are economically disadvantaged, low income or unemployed.
Working knowledge of counseling and placement techniques.
Working knowledge of interviewing practices and techniques.
Working knowledge of community organizations and human service agencies.
Working knowledge of training and educational programs available through local agencies.
Working knowledge of sources of occupational information.
Working knowledge of federal, state and local rules and regulations affecting employment and training programs 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 evaluate clients' cultural, environmental and personal factors in formulating an employability plan.
Ability to work with clients in a variety of vocational guidance situations.
Ability to establish and maintain effective interpersonal relationships with clients, employers, and training agencies.
Ability to understand, interpret and prepare written narrative and tabular reports.
Ability to communicate effectively orally.
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

A. Graduation from a regionally accredited or New York State registered college or university with a Baccalaureate Degree and one (1) year of professional level work experience, or its part time equivalent, in counseling, casework, or employment interviewing, employment training, job development, or occupational rehabilitation; or,

B. Five (5) years of full time paraprofessional or professional level work experience, one (1) year of which must have been professional level work experience as defined in (A).

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Successful completion of graduate semester credit hours in social work, psychology or counseling from a regionally accredited or New York State registered college or university may be substituted for work experience as follows: thirty (30) semester credit hours is
equivalent to one (1) year of work experience.

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