

## **JOB PLACEMENT ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for registering job openings, registering job seekers and subsequently making job referrals. The focus of the work is in matching older workers with persons needing one time, short-term or long-term services in their home. The work requires the ability to interview and assess job seekers, record skills and types of job desired, and match with employer needs. Supervision is received from a higher-level staff employee. Does related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Interviews persons 55 years or older seeking employment in private homes by gathering & evaluating information relating to work, volunteer and life experience;  
Registers job orders for employment of a temporary nature with emphasis on repair/maintenance, yard work, housekeeping, personal care, companion, chore work, etc;  
Matches job seekers with job orders and makes referrals;  
Follow-ups referrals with both parties;  
Maintains records for job seekers and employers in electronic and written formats;  
Disseminates public information to promote the service.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of methods and techniques of job placement/referral services;  
Ability to interview and assess applicants and employers;  
Ability to work with the public;  
Ability to promote the program;  
Ability to maintain confidentiality;  
Ability to maintain accurate and detailed record keeping.

### **MINIMUM QUALIFICATIONS:**

- A) An Associate's degree or higher from a New York State registered or regionally accredited college or university in social sciences, human services or related field; OR
- B) Graduation from high school or possession of high school equivalency diploma and two years of experience working with the public in a professional office setting; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.

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                  Revised 9/14/20