

EMPLOYMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves overseeing and coordinating employment program services in the Department of Social Services. The incumbent manages a program or programs designed to assist public assistance recipients in locating, applying for, and obtaining employment or job training. Work is performed under the general supervision of Senior Employment Coordinator with leeway allowed for the exercise of independent judgement in planning and carrying out program objectives. The Employment Coordinator is responsible for a program that assesses the recipients ability to work and their barriers to employment; the position is responsible for developing appropriate education, training, and/or job search plans; the staff works with recipients to resolve personal or social problems that prevent achievement of self-sufficiency. Supervision may be exercised over Caseworkers, Social Service Examiners and other employment program staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and coordinates work/training programs mandated by the State and locally initiated training programs;
Oversees the registration and interviewing of recipients to determine ability to work, work skills, employment opportunities;
Assists in the formulation of policies and procedures for the employment and training efforts of the department;
Develops employment and training sources within the county;
Works with the New York State Department of Social Services in interpreting and implementing directives concerning work and training programs;
Conducts studies of the effectiveness of the department's employment and training programs for public assistance clients and recommends changes to the programs;
Plans and negotiates agreements with public and private employers as well as with educational institutions for the placement or training of employable social services recipients;
Develops training programs using available resources and educational facilities which will provide clients with basic social, educational, and vocational skills to prepare them for employment;
Maintains a liaison with other county and community agencies involved in training and placement;
Keeps records required by State and local regulation;
Prepares and maintains records and reports on program activities;
Prepares grant proposals and related program budgets.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the provisions of social services law, rules and

regulations relating to the employment of clients;
Good knowledge of the problems of the economically disadvantaged and the unemployed;
Good knowledge of interviewing and placement techniques;
Working knowledge of economic conditions and trends of the local labor market;
Working knowledge of community organizations and human services agencies;
Ability to work with clients in a variety of counseling and vocational guidance situations;
Ability to plan, direct and supervise the work of others;
Ability to establish and maintain effective relationships with others;
Ability to communicate effectively both orally and in writing;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to prepare and manage a program budget;
Ability to operate a computer terminal;
Good interviewing skills;
Good judgment.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in public or business administration, industrial or labor relations, economics, political science, social or behavioral science, human services, or related field, and two years of full-time experience in job or training development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or related field; OR
- B) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered two-year college with at least 12 credits in public or business administration, industrial or labor relations, economics, political science, social or behavioral science, human services, or closely related field, and four years of full-time experience in job or training development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or closely related field; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B)above.