

EMPLOYMENT AND TRAINING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for performing a variety of para-professional tasks in the Office of Employment and Training. The duties involve information gathering, conducting initial interviews and verifying eligibility of participants. Under direct supervision of a higher level Employment & Training employee the incumbent performs counseling, job development and monitors sub-grantees. The work differs from clerical work in that the incumbent is required to apply acquired knowledge of Employment & Training principles and regulations to individual situations and exercises independent judgement not permitted in clerical disciplines. Supervision may be exercised over clerical personnel. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Develop realistic jobs and/or training;
Assists in the development of realistic jobs and/or training opportunities for agency customers;
Reviews client applications and makes eligibility determinations;
Makes referrals to address identified needs;
Under supervision may assist in the financial and non-financial monitoring of sub-agents;
Inputs customer characteristics on Automated Case Management System to record data pertaining to EEO/Affirmative Action, training and job plans and job placement information;
Assists customers in accessing resource materials, demonstrates the use of computer terminals and software;
Assist in the implementation, operation and maintenance of an occupational assessment system;
Interviews customers and identifies customers skills or job readiness problems as well as assists in the formulation of customer employability plans;
Disseminates information to customers regarding job opportunities, training or other agency programs;
Interviews all former participants to establish their present employment situation and determines if further services are necessary;
Orients participants to the services still available through the program and refers those interested to these services;
Prepares a variety of records and reports;
Participates in formal training courses as needed;
Attends on-the-job and special training sessions and studies appropriate materials related to the conduct of local Employment and Training Programs;
Schedules clients for appropriate services.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the operation of an Employment and Training Program;

Working knowledge of social science concepts related to poverty and unemployment;
Ability to collect, organize and interpret data and information relating to Employment and Training programs and projects;
Ability to establish and maintain effective working relationships with clients, private and governmental agencies and labor groups;
Good knowledge of personal computers and software;
Ability to develop jobs and provide services to clients;
Ability to express oneself both orally and in writing;
Ability to understand oral and written directions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university; OR
- B) Graduation from high school or possession of a high school equivalency diploma and two years of experience in counseling or employment interviewing, or providing assistance to clients in a professional office setting; OR
- C) An equivalent combination of training and experience within the limits of A) and B) above.