

## **EMPLOYMENT AND TRAINING COUNSELOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class perform a variety of tasks in planning, developing and implementing all phases of the employment and training program cycle. An employee in this class is responsible for assisting program participants in formulating and modifying an employability plan which may involve remedial education, work experience, specialized skill training, job placement and related screening and supportive services. An Employment and Training Counselor is called upon to exercise sound professional judgement in formulating and carrying out plans to meet individual problems. The work is performed under the general supervision of a higher level Counselor Coordinator or other administrative staff employee who, as necessary, offers guidance and instruction on individual problem cases and reviews their progress. Supervision, dependent upon assignment or project, may be exercised over the work of clerical and para-professional assistants. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Interviews program applicants to determine eligibility for employment or training programs, calculating earned income, family size, social service grants and other source of income according to a predetermined formula;

Formulates employability plans for eligible clients, gathering information relating to their prior work experience, education, skills, physical condition, personal characteristics and social background;

Aids clients in obtaining supportive services such as child care, transportation, drug and alcohol abuse counseling as related;

Maintains continuous contact to provide counseling to and otherwise assist participants in classroom or on the job training to facilitate their transition to unsubsidized employment;

Provides information to clients regarding job opportunities, training or apprentice programs and vocational education;

May conduct orientation and/or informal informational sessions with client groups regarding career opportunities in the community;

Visits community groups to promote use of the program;

Participates in staff meetings and conferences designed to define client goals, problems and to evaluate progress;

Prepares a variety of narrative as well as tabular reports, including employability plans and progress reports;

May administer standardized vocational tests used in the evaluation of participant vocational skills and/or needs;

Provides job search and job readiness training and develops realistic jobs for clients;

Plans, coordinates and schedules field visits to evaluate client progress;

Collects, compiles and analyzes statistical, economic and demographic data;

Assists in the planning, reorganization and coordination of public and private sub-contracts for training or placement programs;  
Plans projects involving research investigation and analysis of occupational employment, cost effectiveness, and factors relating to employment and training;  
May conduct employer visits to promote utilization of job training programs;  
May collect employer information for the preparation and writing of on-the-job training or other worksite programs.  
Conducts workshops for clients on topics such as resume writing, networking and other job search skills;  
Records pertinent data related to participants training, job plans, Equal Employment Opportunity/Affirmative Action and other eligibility categories.

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

Good knowledge of principals, practices and techniques of social and demographic research and analysis; labor and poverty economics; source of occupational information related to vocational guidance, training and placement;  
Good knowledge of training and educational programs sponsored by the agency;  
Working knowledge of concepts of the cultural, environmental and personal factors influencing the lives of program clientele;  
Working knowledge of interviewing practices and techniques;  
Working knowledge of community organizations and human service agencies;  
Working knowledge of sources of job placement;  
Working knowledge of Federal, State and local employment rules and regulations and ability to apply the knowledge in the performance of duties;  
Ability to evaluate clients' vocational interests and aptitudes;  
Ability to establish and maintain effective interpersonal relationships with clients, employers and training agencies;  
Ability to prepare as well as interpret, narrative and tabular reports;  
Ability to communicate effectively both orally and in writing;  
Ability to collect, organize and interpret information related to employment and training programs; seek and develop jobs for clients; understand working relationships with clients and private and government agency representatives;  
Ability to operate a personal computer.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in social or behavioral science, human services or resources, education or related field; OR

- B) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university AND two years of experience as a counselor, caseworker, employment interviewer or similar title in a community action or similar agency dealing with employment or training; OR
- C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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COMPETITIVE