

EMPLOYMENT AND TRAINING COUNSELOR

JOB CODE: 5302
DEPARTMENT: Tioga Co. Employment and Training
CLASSIFICATION: Competitive
SALARY GRADE: CSEA - Grade IX
ADOPTED: Revised 7/99, 9/01, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing professional vocational guidance and related services to individuals participating in various aspects of the local Employment and Training Program. This is an entry level counseling position in the field of vocational guidance in the local Employment and Training Agency. The duties involve the responsibilities of assisting Employment and Training participants in formulating and modifying employability plans, which may involve remedial education, work experience, specialized skill training, and related supportive services. The Employment and Training Counselor is called upon to exercise sound professional judgment in formulating and carrying out plans to meet individual vocational problems faced by participants. 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. Supervision may be exercised over the work of paraprofessional and clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Interviews clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal and social background to aid in formulating employability or training plans;
- Formulates employability plans for participants of the program;
- Aids clients in obtaining support services as needed;
- Provides information to clients regarding job opportunities, training or apprentice programs and vocational education;
- Makes home or work site field visits to discuss problems and progress with clients, training agencies and employers;
- May conduct orientation and/or informal informational sessions with client groups regarding career opportunities in the community;
- Maintains and updates client program records, employability plans and progress reports;
- Visits community groups to promote the use of Employment and Training Agency Services;
- Participates in staff meetings and conferences designed to define client goals, problems and evaluate progress;
- May administer standardized vocational tests used in the evaluation of participant vocational skills and/or needs;
- Prepares a variety of narrative as well as tabular reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of concepts of the cultural, environmental and personal factors influencing the lives of Employment and Training Agency clientele; good knowledge of interviewing practices and techniques; working knowledge of community organizations and human service agencies; good knowledge of training and educational programs sponsored by the Employment and Training Agency; working knowledge of sources of job placement; working knowledge of Federal, State and Local Employment and Training Rules and Regulations 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 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 orally; physical condition commensurate with the demands of the position.

2. Employment & Training Counselor

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in social science, human services or resources or other closely related area of study structured to prepare individuals in the field of counseling; **OR**
- (b) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university with at least 12 credit hours in any of the areas defined in (a) above, and two years of full-time paid experience as a Counselor, Caseworker, Employment Interviewer or other closely related position with similar duties and responsibilities; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma and four years of full-time paid experience as defined in (b); **OR**
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

NOTE: Post high school educational training in the areas defined in (a) can be substituted for experience on a year-for-year basis.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Promotional - Candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in Tioga County and must have served continuously on a permanent basis in the competitive class for 12 months immediately preceding the date of the written test, as an Employment and Training Assistant; or 6 months immediately preceding the date of the written test, as a Social Services Employment Specialist. Any applicant may be disqualified for examination, or after examination, for certification and appointment, who is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.