

## **EMPLOYMENT COUNSELOR (DSS)**

**DEPARTMENT:** Tioga Co. Department of Social Services  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** CSEA - Grade V  
**ADOPTED:** 08/23/84 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for counseling clients in obtaining employment. The position involves the responsibility for guidance to clients in assisting them to obtain and maintain employment. The position includes a great deal of independent judgment in giving individual counseling to each client. Duties in this position are broad in scope and are exercised with a great degree of independence. Work is under the supervision of an Administrative level employee who is under the general supervision of the Commissioner of Social Services. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Interviews clients in order to gather and study information related to prior work experience, education, skills and personal background in helping find employment;
- Aids clients relative to job opportunities in the private or public sector;
- Counsels clients in preparing resumes and employment applications;
- Makes referrals to clients in appropriate job market;
- Works with other agencies to obtain job placement or training for clients;
- Advises clients on high school equivalency courses and/or diploma;
- Keeps client program records, employment and progress reports;
- Consults with other Social Services staff regarding individual employment cases;
- May assist in Social Services employment reports necessary for the Federal, State and Local regulations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Good knowledge of techniques of counseling, interviewing, and job placement; good knowledge of job opportunities as related to a broad spectrum of clients; good knowledge of the problems of the unemployed; working knowledge of local labor market; working knowledge of federally funded programs; ability to work with clients in a variety of counseling and guidance needs in relation to getting and keeping a job; ability to communicate effectively when speaking with clients; ability to maintain accurate records and make written reports; good powers of observation; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS (Either):**

- a) Two years study at a regionally accredited or New York State recognized college or university; **AND**, in addition, three years experience full-time paid experience or its part-time equivalent in vocational counseling, interviewing or closely related field OR
- b) Graduation from high school or possession of a high school equivalency diploma and four years of full-time paid experience or its part-time equivalent as specified in (a).

**NOTE:** Study in a regionally accredited college or university or one registered by New York State or a business college registered by New York State may be substituted for two years of experience on a year for year basis.