

EMPLOYMENT AND TRAINING COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves vocational guidance and related services to individuals participating in the Cattaraugus County Employment and Training Program. Duties are performed under the general supervision of a senior level staff member or the Assistant Employment and Training Director with leeway allowed for the use of independent judgement in carrying out the details of the work. General supervision may be exercised over the work of clerical assistants. An Employment and Training Counselor does related work as required.

TYPICAL WORK ACTIVITIES:

- Accepts and reviews applications for completeness;
- Determines if applicants meet eligibility requirements;
- 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 development plans (EDP's);
- Devises an employability development plan (EDP) for each program participant;
- Aids clients in obtaining support services;
- Provides information regarding job and training opportunities to participants;
- Makes home or work site field visits to discuss problems and progress with clients, training agencies, and employers;
- Maintains and updates program records, employability development plans and progress reports;
- Participates in staff meetings and conferences designed to define participant goals, problems, and evaluate their progress;
- Assists in the administration of standardized vocational tests used in the evaluation of client vocational skills and needs;
- Prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of training and educational programs sponsored by the Cattaraugus County Employment and Training Agency; working knowledge of the cultural, environmental, and personal factors affecting the economically disadvantaged and unemployed in Cattaraugus County; working knowledge of interviewing practices and techniques; working knowledge of human service agencies and community organizations located in Cattaraugus County; working knowledge of Employment and Training rules and regulations; ability to evaluate participants vocational interests and aptitudes; ability to establish and maintain effective interpersonal relationships with others; ability to prepare periodic reports; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS:

- A.) Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's degree in Social Science, Education, Human Services or Resources;

OR

B.) Graduation from a regionally accredited or New York State registered college or university with at least an Associate's Degree in social science, human services or resources and two years of experience as a Counselor, Caseworker, employment Interviewer, or other position with similar duties and responsibilities;

OR

C.) Four years experience as a Counselor, Caseworker, Employment Interviewer, or other position with similar duties and responsibilities;

OR

D.) An equivalent combination of training and experience as defined by the limits of A, B, and C.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 1/19/82