

VOCATIONAL INSTRUCTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the development and training of skills necessary for job search strategies for unemployed and underemployed individuals participating in local job training programs. The position involves the emphasis of personal and social skills and communicating effectively to enable participants to obtain employment. The work is performed under general supervision of higher-level staff members who offer guidance and instruction on problem cases. Supervision of others is not a requirement of this position. A Vocational Instructor does related work as required.

TYPICAL WORK ACTIVITIES:

- Implements individual job search strategies for persons seeking employment with emphasis on personal, social, and communication skills including effective use of the telephone and face-to-face interviews;
- Trains participants in the proper use of writing and remedial math skills to prepare job applicants to seek opportunities in the job market;
- Familiarizes clientele with sources of occupational information and characteristics of the labor market;
- Instructs on methods of preparing resumes and aids in the development of skills necessary to do such;
- Conducts lessons on proper job interviewing techniques;
- Instructs on proper and appropriate workplace behavior on topics such as: punctuality, attendance, appearance, and attitude;
- Instructs on developing interpersonal relations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of interviewing practices and techniques; working knowledge of group dynamics and facilitation and job search techniques to aid others to obtain employment; 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 modify behavior of participants through training; ability to evaluate clients' vocational interests and aptitudes; ability to establish and maintain effective interpersonal relationships with clients, employers, and training agencies; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and possession of a valid teacher certificate issued by the New York State Department of Education.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/26/02