

## ASSISTANT EMPLOYMENT AND TRAINING COUNSELOR/COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for performing a variety of para-professional tasks such as information gathering, conducting initial interviews with, and verifying eligibility of, participants, and under supervision, counseling, job development, and monitoring of sub-grantees. This position provides an opportunity for individuals who do not meet the education and/or experience requirements for Employment and Training Counselor or Coordinator to gain experience to be eligible to advance to these positions. The work differs from clerical work in that the incumbent is required to apply acquired knowledge of regulations and employment and training principles to individual situations and has an independence of judgment not permitted in clerical disciplines. The position is under the direct supervision of a higher level employee. Supervision may be exercised over clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists in the development of realistic jobs and/or training opportunities for agency clients; Reviews client applications and makes eligibility determinations; Assists in matching job-ready participants with positions available in the public or private sector; Under supervision assists in the financial and non-financial monitoring of sub-agents; May assist in the implementation, operation, and maintenance of an occupational assessment system; Interviews clients and identifies clients' skills or job readiness problems as well as assists in the formulation of participant employability plans; Disseminates information to clients regarding job opportunities, training, or other agency programs; Participates in formal training courses as needed; Attends on-the-job and special training sessions, and studies appropriate materials related to the conduct of local employment and training programs; Prepares a variety of records and reports.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the operation of an employment and training program; Working knowledge of the operation of social science concepts related to poverty and unemployment; Ability to collect, organize, and interpret data and information relating to employment and training programs and projects; Ability to establish and maintain effective working relationships with clients, private and governmental agencies, and labor groups; Ability to develop jobs and provide services to clients; Ability to express oneself both orally and in writing; Ability to understand oral and written directions; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university; OR
- B. Graduation from high school or possession of a high school equivalency diploma and one year of experience in job development, personnel and/or placement work; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) & (B).

Revised 2/2/89

Reviewed 5/23/95

Revised 7/30/96

Revised 9/10/96

Reviewed 4/8/98