# EMPLOYMENT AND TRAINING COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: Provides professional vocational guidance and related services to individuals participating various aspects of the local employment and training program. This is an entry level 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 para-professional and clerical assistants. The incumbent of this position 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 program 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' s vocational skills and/or needs; Prepares a variety of narrative as well as tabular reports.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of training and educational programs sponsored by the employment and training program; Working knowledge of concepts of the cultural, environmental, and personal factors influencing the lives of program clients; Working knowledge of interviewing practices and techniques; Working knowledge of community organizations and human service agencies; 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.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree; OR

B. (1) Satisfactory completion of a minimum of 60 semester credit hours in regionally accredited or New York State registered college or university and (2) two years of full-time experience (or equivalent part-time experience) as a Counselor, Caseworker, Employment Interviewer, or other related position with similar duties and responsibilities; OR

C. (1) Graduation from high school or possession of a high school equivalency diploma and (2) four years of full-time experience (or equivalent part-time experience) in the areas defined in (B); OR

D. Six years of full-time experience (or equivalent part-time experience) in the areas defined in (B); OR

E. An equivalent combination of training and experience as defined by the limits of (A) through (D).

NOTE: Post high school educational training in the areas defined in (A) can be substituted for experience on a year-for-year basis. Individuals having neither a high school diploma nor a high school equivalency diploma must possess the full six year of required experience.

NOTE: Possession of an appropriate driver's license at time of appointment.

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