

## SENIOR EMPLOYMENT AND TRAINING COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: Undertakes special assignments of an advanced nature and has responsibility for performing more complex vocational guidance functions with individuals participating in various aspects of the local Employment and Training Program. They may be responsible for providing individual or group counseling and/or vocational guidance services to employment and training clients who have more severe or complex personal, social, or vocational problems than those which can be addressed by Employment and Training Counselors. Incumbents in this position are responsible for overseeing the administration of vocational tests for the evaluation of participant's vocational skills and/or needs, and the development of appropriate employability plans. In addition, depending upon agency size, the Senior Employment and Training Counselor may oversee and supervise the work of a small number of Employment and Training Counselors engaged in routine screening and vocational testing activities. The work is performed under general supervision of either a higher level Employment and Training Counselor or other program administrator, with latitude allowed for more independence of action than that granted to Employment and Training Counselors. Supervision may be exercised over the work of Employment and Training Counselors and/or non-professional employees assigned to a small unit, or on special assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Performs vocational guidance functions at an advanced level in areas where clients have special social, adjustment, or personal problems which could affect program performance or success; Trains Employment and Training Counselors in program intake, eligibility determination, screening, interviewing, and vocational guidance techniques; Assists Employment and Training Counselors evaluate specific or difficult problems and devise solutions; Supervisor the Summer Program Staff, this includes coordinating and planning of weekly/daily activity; Develops needed community resources and maintains working relationships with community groups and programs dealing with Employment and Training Programs; May supervise a small group of Employment and Training Counselors and other staff members engaged in determining eligibility and formulating employability plans for delivery of agency supportive services related to recruitment, placement, and guidance; May supervise the administration of standardized vocational testing procedures used in the evaluation of participant vocational skills and/or needs; May act as program coordinator with other community services agencies, such as social services, mental health, private hospitals, etc., to provide more comprehensive services to clients; May carry out special projects in the areas of vocational research, study, and development; May perform specialized follow-up visits to assist in evaluating guidance and program effectiveness related to training and/or job retention; May act as a liaison for policy coordination between counseling and other staff employees of the agency; Monitors the preparation of monthly financial reports, expenditures, and program funding; Prepares a wide variety of records and reports.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of concepts related to cultural, environmental, and personal factors influencing lives of persons who are economically disadvantaged, low income, or unemployed; Good knowledge of interviewing and counseling practices and procedures; Good knowledge of community organizations and human services agencies; Good knowledge of services provided in a local Employment and Training Program; Good knowledge of sources of occupational information related to vocational guidance, training, placement; Good knowledge of

Federal, State, and local employment and training laws, rules and regulations, and ability to apply the knowledge in performance of duties; Ability to evaluate client vocational interests and aptitudes; Ability to communicate employment and training goals and services to individuals and groups and stimulate their interest; Ability to plan and supervise the work of others; Ability to work with clients in a variety of counseling and vocational guidance situations; ability to establish and maintain effective interpersonal relationships; Ability to understand, interpret and prepare written materials; Tact and understanding; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

1. (1) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and (2) one year of fulltime experience as a Counselor, Caseworker, Employment Interviewer, or other related position with similar duties and responsibilities; OR
2. (1) Satisfactory completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered two year college, and (2) three years of experience as described in (1); OR
3. (1) Graduation from high school or possession of a high school equivalency diploma and (2) five years of experience as defined in (1); OR
4. Seven years of fulltime experience in the areas defined in (1); OR
5. An equivalent combination of training and experience as defined by the limits of (1) through (4).

**NOTE:** One year of experience is required. Post high school educational training in the areas defined in (1) can be substituted for up to four years of experience on a year-for-year basis. Individuals having neither a high school diploma nor a high school equivalency diploma must possess the full seven years of required experience.

**NOTE:** Verifiable parttime and/or volunteer experience will be pro-rated toward meeting fulltime experience requirements.

Adopted 11/30/88

Revised 7/30/96; 3/12/20

Reviewed 8/4/21