

EMPLOYMENT & TRAINING COUNSELOR RE-ENTRY

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Office of Employment & Training and assists the Re-Entry Grant Coordinator in implementing and promoting the employment and training programs involving Re-Entry and Recovery. The incumbent also performs case management to ensure that client's potentials are recognized. The work is performed under the general supervision of the Re-Entry Grant Coordinator with leeway allowed for use of independent judgment in carrying out the duties and responsibilities of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interviews program applicants to determine their eligibility for employment and/or training programs based on meeting qualifications of programs;

Formulates employability plans for eligible clients, gathering prior work history, education, skills, personal characteristics, and social background;

Aids clients in obtaining supportive services such as child care, transportation, and drug and alcohol abuse counseling as needed;

Maintains continuous communication with clients to provide counseling and assist participants in classroom or on the job training to facilitate their transition to unsubsidized employment;

Provides information to clients regarding job opportunities, training, apprentice programs, and vocational education;

May conduct orientation and/or informal informational sessions with client groups regarding employment opportunities in the community;

Visits community groups and organizations to promote the program;

Participates in staff meetings and conferences designed to define client goals, problems, and to evaluate progress;

Prepares and maintains a variety of reports;

May administer standardized vocational tests used in the evaluation of participant vocational skills and/or needs;

Provides job search and job readiness training and develops realistic jobs for clients;

Plans, coordinates, and schedules field visits to evaluate client progress;

Collects, compiles, and analyzes statistical, economic, and demographic data.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices, and techniques of social, and demographic research and analysis;
Good knowledge of labor and poverty economics;
Good knowledge of occupational information related to vocational guidance, training, and placement;
Good knowledge of the challenges faced by individuals in re-entry and recovery;
Good knowledge of local occupational conditions and trends;
Good knowledge of training and educational programs sponsored by OET;
Working knowledge of concepts of cultural, environmental, and personal factors influencing the lives of the program clientele;
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 rules and regulations;
Ability to evaluate client's vocational interests and aptitudes;
Ability to prepare and interpret narrative and tabular reports;
Ability to communicate effectively both orally and in writing;
Ability to collect, organize, and interpret information related to employment and training programs;
Ability to seek and develop jobs for clients;
Ability to establish and maintain working relationships with clients, and private and public agency representatives;
Ability to operate a personal computer;
Patience;
Tact;
Empathy.

MINIMUM QUALIFICATIONS:

A) Possession of an Associate's degree in human services, social work, social or behavioral sciences, criminal justice, or closely related field and one year of experience in counseling, case management, or instructing and/or facilitating groups in a public or private human services agency, or in a criminal justice or correctional setting; OR

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B) Graduation from high school or possession of an equivalency diplomas and three years of experience in counseling, case management, or instructing and/or facilitating groups in a public or private human services agency, or in a criminal justice or correctional setting; OR

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

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency.

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