

## **SENIOR EMPLOYMENT AND TRAINING COUNSELOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performing and supervising the performance of professional level vocational guidance and employment related counseling to Employment and Training agency clients. Incumbents are responsible for maintaining high professional standards for vocational guidance services in accordance with agency policy and for making recommendations on related policies and procedures. The work is performed under the general supervision of a higher level administrative agency official with leeway allowed for the use of independent judgment in planning and carrying out work methods and details. Senior Employment and Training Counselor differs from Employment and Training Counselor by the supervisory responsibilities or by more difficult and complex duties. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

May supervise Employment and Training Counselors and personally participates in determining eligibility and formulating employability plans for delivery of agency supportive services related to recruitment, placement and guidance;

Performs vocational guidance functions at an advanced level in areas where clients have special social adjustment or personal problems which could effect programs performance or success;

Interviews clients applying to participate in a component of the Employment and Training program to formulate an employability plan which may involve remedial education, orientation to work situations skills training and related support services leading to unsubsidized employment;

Reviews client's income level in accordance with Job Training Partnership Act guidelines, prior work history, education, skills, barriers to employment including handicapped conditions in order to prepare an employability and/or training plan;

Administers vocational and aptitude testing to aid clients in vocational or training selection and adjustment;

Trains Employment and Training Counselors in agency intake, eligibility determination, screening, interviewing and vocational guidance techniques;

May serve as liaison to other human and social service agencies as well as with program operators;

Holds regular staff meetings;

May carry out special projects in the areas of vocational research, study and development;

May negotiate and/or develop training contracts;

Assists Employment and Training Counselors to evaluate specific or difficult problems and devise solutions;

Prepares and maintains a wide variety of records and reports.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Through knowledge of principals, practices and techniques of social and demographic research and analysis; labor and poverty economics; sources of occupational information related to vocational guidance, training and placement;

Good knowledge of concepts related to cultural, environmental and personal factors influencing the lives of persons who are economically disadvantaged, low income or unemployed;

Good knowledge of interviewing and counseling practices and procedures;

Good knowledge of the purpose and mission of community organization and human service agencies;

Good knowledge of the services provided by an employment and training agency;

Good knowledge of sources of occupational information related to vocational guidance, training or placement;

Good knowledge of Federal, State and local laws, rules and regulations, including the Workforce Investment Act, and the ability to apply the knowledge to specific situations;

Ability to evaluate client vocational interests and aptitude;

Ability to plan and supervise the work of others;

Ability to establish and maintain effective interpersonal relationships;

Ability to understand interpret and prepare written materials;

Ability to collect, organize and interpret information related to employment and training programs; seek and develop jobs for clients; understand working relationships with clients and private and government agency representatives;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS :**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social or behavioral science, human services or resources and one year of experience as a counselor, caseworker, employment interviewer or similar title in a community action, public or private agency dealing with the employment or training of economically disadvantaged individuals; OR
- B) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university and four years of experience as described in A) above; OR
- C) Graduation from high school and five years of experience as described in A) above; OR
- D) An equivalent combination of training and experience as defined within the limits of A) and B).