

SENIOR EMPLOYMENT AND TRAINING COORDINATOR-COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform in two capacities in the local Employment Training Program. One capacity involves work at an advanced professional administrative level involving planning, coordination, monitoring, and evaluation of Employment Programs. The second capacity involves work as a supervising counselor directing and participating in the work of a group of vocational counselors functioning with economically disadvantaged clients. Supervision is exercised over subordinates in the formulating of employability plans, of educational supplements, securing the cooperation of work site agencies, and maintaining high professional guidance standards in attempting to motivate clients to complete employment plans. The work is performed under the supervision of the Assistant Employment Training Director. A Senior Employment and Training Coordinator-Counselor does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees and supervises agency efforts to develop realistic jobs for clients which do not present artificial barriers to employment of the economically disadvantaged;
- Oversees, performs, and supervises the planning, reorganization, and coordination of public and private sub-grantee contracts for training or directing job placement programs;
- Prepares and/or supervises the preparation of specialized or moderately complex Employment Training projects involving research, investigation, and analysis of occupational, employment, cost effectiveness, sociological, economic, and environmental factors related to Employment Training Planning;
- Oversees the matching of job-ready clients with available positions in the public or private sector;
- Plans and oversees field visits to evaluate client progress in developing job or training positions to aid successfully completing the program;
- Supervises and directs a group of Vocational Counselors by planning, assigning, coordinating supervising all client cases for the group;
- Interprets Federal, State, and local Employment Training policies, rules, and regulations regarding the program to Employment and Training Counselors and support personnel in the unit;
- Reviews selected cases and recommends vocational guidance techniques or plan of action to maximize client potential for most efficient use of prescribed employability or training plans;
- Counsels especially difficult cases or when need arises;
- Assists in establishing necessary controls for determining applicant eligibility and evaluating counseling staff performance;
- Hold regular staff meetings to keep the counseling and support staff advised of problems, programs, and new developments;
- Assists in the formulation of agency policy relative to the vocational guidance functions in remedial education, work orientation or experience training, specialized skill training, job placement, and related support services;
- Prepares a wide variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of cultural, environmental, and personal factors which influence the lives of people who are economically disadvantaged or unemployed; interviewing practices and procedures; principles and practices of effective supervision; community organizations and human service agencies; services provided by local Employment Training Program; sources of occupational information related to vocational guidance, training, and placement; Federal, State, and local Employment Training Rules, Laws, and Regulations; good knowledge of principles, practices, and techniques of administrative, social, and demographic research; good knowledge of concepts and methods used in development and maintenance of information processing systems; ability to evaluate client vocational interests and aptitudes; ability to work with clients in a variety of vocational guidance situations; ability to establish and maintain effective interpersonal relationships; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with clients, private and governmental agencies, and labor groups; skill in collecting, organizing, analyzing, and interpreting data and information related to Employment Training Programs and problems; ability to express oneself effectively both orally and in writing; ability to understand oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Two years of permanent service as an Employment and Training Counselor in the agency and meet the following minimum qualifications:

OPEN-COMPETITIVE: Either:

- A.) Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's degree in social science, human services or resources or related field and two years of full time paid experience as a counselor, caseworker, employment interviewer, or similar title in a community action or similar agency dealing with the employment or training of economically disadvantaged minority low income persons, one year of which shall have been in a responsible supervisory capacity;

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 full time paid experience as described in (A), one year of which shall have been in a responsible supervisory capacity;

OR

- C.) Six years of full time paid experience as experience as described in (A), one year of which shall have been in a responsible supervisory capacity;

OR

- D.) An equivalent combination of training and experience.

NOTE: A Master's degree in social work, psychology, guidance, counseling, or related field received from a regionally accredited or New York State registered college or university may be substituted for one year of the above-required open-competitive experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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