

## GENESEE COUNTY

### EMPLOYMENT AND TRAINING COUNSELOR (HELP Program)

**DISTINGUISHING FEATURES OF THE CLASS:** Provides professional vocational guidance and related services to individuals participating in various aspects of the local Employment and Training Program. 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:**

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 Agency 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 vocational skills and/or needs;

Prepares a variety of narrative as well as tabular reports.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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## **EMPLOYMENT AND TRAINING COUNSELOR (HELP Program)**

Page 2

### **FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:**

Working knowledge of concepts of the cultural, environmental, and personal factors influencing the lives of Employment and Training Agency clientele; working knowledge of interviewing practices and techniques; working knowledge of community organizations and human service agencies; working knowledge of training and educational programs sponsored by the Employment and Training Agency; 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.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **MINIMUM QUALIFICATIONS: EITHER:**

- A. Possession of a Bachelor's Degree or higher in social science, human services or resources, or related field and one (1) year of full-time experience as a Counselor, Caseworker, Employment Interviewer, or other related position with similar duties and responsibilities.

**OR:**

## **EMPLOYMENT AND TRAINING COUNSELOR (HELP Program)**

Page 3

- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered College or University with at least 12 credit hours in any of the areas as described in (A) above, and three (3) years of full-time experience as a Counselor, Caseworker, Employment Interviewer, or other related position with similar duties and responsibilities.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**  
Possession of a valid NYS Driver's license.

**NOTE:** Your degree must have been awarded by a college or university accredited 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 the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class  
Adopted 11/14/25