

GENESEE COUNTY

SENIOR EMPLOYMENT AND TRAINING COUNSELOR (HELP Program)

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. Employees in this class work at an advanced professional level in a local Employment and Training Agency. 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 agency administrator, with latitude allowed for more independence of action than that granted to Employment and Training Counselors. Supervision is 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:

- Performs vocational guidance functions at an advanced level in areas where clients have special social, adjustmental, or personal problems which could affect program performance or success;
 - Trains Employment and Training Counselors in agency intake, eligibility determination, screening, interviewing, and vocational guidance techniques;
 - Assists Employment and Training Counselors to evaluate specific or difficult problems and devise solutions;
 - Develops needed community resources and maintains working relationships with community groups and programs dealing with Employment and Training Programs;
 - Supervises 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;
 - Supervises the administration of standardized vocational testing procedures used in the evaluation of participant vocational skills and/or needs;
 - May act as agency coordinator with other community service 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;
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TYPICAL WORK ACTIVITIES, Cont'd:

May act as a counseling team leader in the absence of a higher level supervisor;
May serve as a liaison for policy coordination between counseling and other staff employees of the agency;
Prepares a wide variety of records and 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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR 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, and 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.

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 required to walk, talk and 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.

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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 other field of study, specifically structured to prepare individuals for work in the field of counseling, **AND** one (1) year of full-time, paid experience as a Counselor, Caseworker, Employment Interviewer, or other related position with similar duties and responsibilities;

OR:

- B. Satisfactory completion of a minimum of 62 semester credit hours at a regionally accredited or NYS registered two-year college with at least 12 semester credit hours in the areas described in (A), **AND** three (3) years of experience also described in (A);

OR:

- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and five (5) years of full-time, paid experience as defined in (A) above;

OR:

- D. Any equivalent combination of training and experience as defined by the limits of (A) above.

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

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.