

Jurisdictional Class: Competitive
Adopted: November 10, 1980
Revised: July 30, 2010

SENIOR EMPLOYMENT AND TRAINING COUNSELOR

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. An employee in this class works at an advanced professional level in a local Employment and Training Agency. The incumbent 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. The incumbent is 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, 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. Work is performed under the general supervision with latitude allowed for more independence of action than that granted to Employment and Training Counselors. Supervision may be exercised over the work of Employment and Training Counselors and/or non-professional employees assigned to a small unit or on special assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Performs vocational guidance functions at an advanced level in areas where clients have special social, adjustment, 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;
- May supervise 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;
- May supervise the administration of standardized vocational testing procedures used in the evaluation of JTPA 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 programs effectiveness related to training and/or job retention;
- May act as a counseling team leader in the absence of a high level supervisor;
- May service as a liaison for policy coordination between counseling and other staff employees of the agency;
- Prepares a wide variety of records and reports.

Senior Employment and Training Counselor

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social sciences, human services, education, or other field of study specifically structured to prepare individuals for work in the field of counseling and two (2) years of fulltime experience as a Counselor, Caseworker, Employment Interviewer, or other related position with similar duties and responsibilities; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Counseling and one (1) year of experience as a Counselor, Caseworker, Employment Interviewer, or other related positions with similar duties or responsibilities.

NOTE: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.