

Jurisdictional Class: Competitive  
Adopted: November 10, 1980  
Revised: November 18, 2014

**EMPLOYMENT AND TRAINING COUNSELOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position provides professional vocational guidance and related services to individuals participating in various aspects of a local Employment and Training Program or Supported Employment Program. This is an entry-level position in the field of vocational guidance. The duties involve the responsibilities of assisting 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 paraprofessional and clerical assistants. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Conducts intake assessment 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 work site or other field visits to discuss problems and progress with clients, training agencies, and employers;  
May design and/or conduct workshops for job seekers and businesses involving areas related to Workforce Development;  
May conduct orientation and/or informal informational sessions with client groups regarding career opportunities in the community;  
Maintains and updates computerized client program records, employability plans, and progress reports;  
Visits community groups to promote the use of Employment 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 participant vocational skills and/or needs;  
Prepares a variety of narrative as well as tabular reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of training and educational programs sponsored by an Employment and Training Agency or Supported Employment Program;  
Working knowledge of concepts of the cultural, environmental, and personal factors influencing the lives of Employment and Training Agency clientele;  
Working knowledge of educational and training programs offered through educational providers;  
Working knowledge of interviewing practices and techniques;  
Working knowledge of community organizations and human service agencies;  
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;

## Employment and Training Counselor

Ability to evaluate clients' vocational interests and aptitudes;

Ability to establish and maintain effective interpersonal relationships with clients, employers, and training agencies;

Ability to use a computer in the maintenance of records and reports;

Ability to prepare, as well as interpret, narrative, and tabular reports;

Ability to communicate effectively orally.

### **MINIMUM QUALIFICATIONS:** Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social science, human services, education, or other areas of study structured to prepare individuals in the field of counseling; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and satisfactory completion of an additional twelve (12) graduate credit hours in a counseling related field.

**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.