

## **SENIOR EMPLOYMENT AND TRAINING COUNSELOR**

<b>Location:</b>	Tioga County Employment and Training
<b>Classification:</b>	Competitive
<b>Salary:</b>	CSEA - Grade XI
<b>Adopted:</b>	Revised 9/99; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for undertaking 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. Senior Employment and Training Counselors oversees the administration of vocational tests for the evaluation of participant's vocational skills and/or needs, and the development of appropriate employability plans. The incumbent is also responsible for overseeing and supervising 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 the Director of Employment and Training, with latitude allowed for more independence of action than 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. 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 in evaluating 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 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;
- May act as liaison to private sector to develop recruitment, placement and training opportunities in industry;
- May act as a counseling team leader in the absence of a higher level supervisor;
- Under supervision of Director, may develop new training programs to meet community needs;
- 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.

## 2. Senior Employment and Training Counselor

**FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of concepts related to cultural, environmental, and personal factors influencing lives of persons who are economically income, or unemployed; good knowledge of interviewing and counseling practices and procedures; good knowledge of community organizations, educational institutions 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; 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 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; ability to market services to business community; tact and understanding; ability to evaluate community and work force needs and assist in developing appropriate services to respond; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS (Either):**

- (a) Graduation from a regionally accredited or New York State Registered College or University with a Bachelor's Degree and one (1) year of full-time paid experience or its part-time equivalent as a Counselor, Caseworker, Employment Interviewer or similarly titled position dealing with the training and employment of economically disadvantaged, minority or low income persons; **OR**
- (b) Graduation from a regionally accredited or New York State Registered College or University with an Associates Degree and three (3) years of full-time paid experience or its part-time equivalent as defined in (a); **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience or its part-time equivalent as defined in (a); **OR**
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).