



Seneca County
Personnel Department

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TO: ALL APPLICANTS APPLYING FOR EMPLOYMENT AND TRAINING COUNSELOR

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. When applying for this title, please indicate the jurisdiction(s) (Towns, Villages, Schools or Seneca County) that you wish your application to be sent on the online application.

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

EMPLOYMENT AND TRAINING COUNSELOR DISTINGUISHING FEATURES OF THE CLASS:

This is the beginning position at the professional level in the vocational guidance field in a local One Stop Center. The duties involve responsibility to assist participants in formulating and modifying an employability plan which may involve remedial education, work experience, specialized skill, training, job placement and related screening and supportive services. An Employment & Training Counselor is called upon to exercise sound professional judgement in formulating and carrying out plans to meet individual problems under general supervision of either a higher level counselor or other staff employee of the agency who, as necessary, offers guidance and instructions on individual problem cases and reviews their progress. Supervision may be exercised over the work of clerical assistants. The incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

- Interviews clients applying to participate in components of a local One Stop Center to determine eligibility and formulate an employability plan which may involved remedial education, orientation to working situations, skills training and related support services leading to a goal of unsubsidized job placement;
- Aids clients in obtaining specific support services such as transportation, childcare, legal aid, public assistance, etc., by contacting the proper agency;
- Makes home or work site field visits to discuss problems and progress with clients, training agencies and employers;
- Interviews and reviews client's history to gather and evaluate information related to prior work experience, education, specific skills, physical, personal and social background to aid in formulating an employability or training plan;

Maintains continuous contact with clients throughout participation in the assigned component such as on-the-job or skills training, remedial education, etc., and provides periodic guidance I meeting established plan goals;

Provides information to clients regarding job opportunities, training or apprentice programs and vocational education to best prepare the client for an unsubsidized job;

May initiate and recommend changes in client employability or training plan as needed;

Maintains and updates client program records including intake information, employability plan, case notes, progress reports, and evaluations;

Confers with clients regarding program progress and problems and discusses potential solutions;

May conduct orientation and informational sessions with clients groups regarding career opportunities in the community;

Participates in staff meetings and conference to define client's goals, problems and progress;

Visits community groups, schools, churches, businesses etc., to promote the use of and participation in agency services;

Prepares a variety of records and reports related to agency activities and individual assignment.

FULL KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of concept related to cultural, environmental and personal factors influencing lives of persons who are economically disadvantaged, low income or unemployed; working knowledge of interviewing practices and procedures; working knowledge of community organizations and human service agencies; working knowledge of occupational information related to vocational guidance, training and placement; working knowledge of Federal, State and local Workforce Investment Act Rules, laws, and regulations and ability to apply the knowledge in performance of duties; ability to evaluate client vocational interests and aptitudes; ability to communicate goals and services to individuals and groups and stimulate their interest; ability to work with clients in a variety of vocational guidance situations; ability to understand, interpret and prepare written materials; tact and understanding; good physical condition.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; or
- B. Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university and two years of full-time paid experience as a counselor, caseworker, employment interviewer or similar title in a community action or similar agency dealing with the employment or training of economically disadvantaged, minority or low income persons; or
- C. Graduation from high school or possession of a high school equivalency diploma and four years of full-time experience as defined in (B); or
- D. An equivalent combination of training and experience as defined by the limits of (A) through (C).

NOTE: Post high school educational training in the areas defined in (A) can be substituted for experience on a year-for-year basis.

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

* Social Welfare Examiner experience is not qualifying experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Driver's License is required.