

DEPARTMENT: SOCIAL SERVICES
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 23, 2015

EMPLOYMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the assessment and interviewing of employment eligible temporary assistance recipients. Incumbents assist in developing and implementing a specialized program of employment readiness training and potential job opportunities for social services clients. Incumbents may also conduct employment readiness training sessions as determined by client need and/or develop employment opportunities for the client within the local business community. Direct supervision is received from the Senior Employment Case Manager and/or a Job Developer. Independent judgment is exercised during the client interview process and the contact with potential employers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Interviews and assesses employability of clients prior to referral to employer, job search, training or medical follow-up or evaluation;
2. Completes employability plans for referrals to additional educational, vocational or employment related activities or rehabilitation for medically exempt individuals;
3. Conducts employment readiness training sessions for clients;
4. Prepares reports as requested by State Central Office and/or local unit;
5. Maintains in-house records of client activity;
6. Maintains electronic files on a computerized database system;
7. Related work as necessary for the functioning of the unit.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of counseling techniques and principles; working knowledge of training assessment techniques; working knowledge of employment field; computer skills; ability to maintain electronic files on a computerized database system at an acceptable rate of speed and accuracy; ability to interview clients; ability to initiate and maintain employer contact; ability to analyze data and prepare reports; good judgment; tact; emotional maturity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in business, education, humanities and social science, behavioral science, human services, or related field **and** one (1) year of full-time paid experience in a counseling field such as employment, teaching, guidance, social services or related field; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in business, education, behavioral science, humanities and social science, human services, or related field **and** three (3) years of full-time paid experience in a counseling field such as employment, teaching, guidance, social services or related field; **OR**

Five (5) years of full-time paid experience in a counseling field such as employment, teaching, guidance, social services or related field