

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: MAY 5, 2008

VOCATIONAL COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: This is a position in the field of vocational guidance in a local government agency responsible for assisting program participants achieve their vocational goals leading to competitive employment. The incumbent interviews and assesses individuals seeking employment and then assists in the development and implementation of an employability plan taking into account the individual's work experience, previous training and job search skills in relation to current labor market needs. The incumbent also serves as liaison between the program and cooperating employers. Independent judgment is exercised during the participant interview and assessment process. Work is performed under the general supervision of a higher-level staff employee within the agency who, as necessary, offers guidance and instruction on individual problem cases. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains a case load and serves as the primary point of contact for assigned participants;
2. Interviews and assesses clients 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;
3. Counsels and provides support to participants in goal setting, participation in appropriate vocational rehabilitation services, benefits management and problem solving;
4. Serves as participants' case manager and primary contact for all advocacy issues and interagency planning as well as employment applications and interviews;
5. Maintains relationships with cooperating employers and acts as advocate and liaison between the program and the employer through regular weekly site visits to ascertain employer needs regarding current and anticipated job opportunities, as well as the level of performance of existing participants;
6. Utilizes information obtained from employers to plan job coaching, remedial training, and participant pre-employment preparation;
7. Provides information to individuals regarding job opportunities, training programs, and/or apprenticeship programs and vocational programs;
8. Maintains employer site visit reports and participants' case files;
9. Provides job coaching to participants for the assigned employers as deemed necessary by the Program Coordinator;
10. Refers participants to appropriate community organizations and human service agencies when necessary;
11. Prepares periodic service plan reviews and develops written goals and objectives with the participants;
12. Prepares bi-weekly progress notes and other necessary reports and documentation and submits to appropriate agencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of counseling and interviewing techniques and principles; working knowledge of community organizations, human service agencies, and training and educational programs for appropriate service referral; working knowledge of Federal, State and local labor laws and employment & training rules and regulations; ability to evaluate individuals' vocational interests and aptitudes; ability to establish and maintain effective interpersonal relationships with clients, employers, and training agencies; ability to compile data and prepare reports; ability to communicate effectively verbally and in writing; tact; courtesy; sound judgment; professional appearance; 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 education, behavioral science, social sciences, human services or resources, rehabilitation or related field; **or**

Satisfactory completion of a minimum of (sixty) 60 semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with at least twelve (12) credit hours in any of the areas described above **and** two (2) years of full-time paid experience in a human services agency, rehabilitation, employment training, counselor, caseworker, employment interviewer, teacher or other related position with similar duties and responsibilities.