

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Revised: 9/18/97
(Title chg: Sr. E & T Counselor)

SENIOR WORKFORCE DEVELOPMENT COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: Undertakes 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 Workforce Development Program. Employees in this class work at an advanced professional level in a local Workforce Development or Social Services Agency. They may be responsible for providing individual or group counseling and/or vocational guidance services to Workforce Development or Social Services clients, who have more severe or complex personal, social, or vocational problems than those which can be addressed by Workforce Development Counselors. Incumbents in this position are responsible for overseeing the administration of vocational skills and/or needs, and the development of appropriate employability plans. The work is performed under general supervision of either a higher-level Workforce Development Counselor, or other agency administrator, with leeway allowed for more independence of action than that granted to Workforce Development Counselors. Supervision may be exercised over the work of Workforce Development 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, adjustmental, or personal problems which could affect program performance or success;
- Trains Workforce Development Counselors in agency intake, eligibility determination, screening, interviewing, and vocational guidance techniques;
- Assists Workforce Development Counselors to evaluate specific or difficult problems and devise solutions;
- Develops needed community resources and maintains working relationships with community groups or programs dealing with Workforce Development and Social Services Programs;
- May supervise a small group of Workforce Development Counselors, and other staff members, engaged in determining eligibility and formulating employability plans for delivery of agency supportive services related to recruitment, placement, and guidance;
- May supervise 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 a counseling team leader in the absence of a higher-level supervisor;

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TYPICAL WORK ACTIVITIES: Continued

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of concepts related to cultural, environmental, and personal factors influencing the lives of persons who are economically disadvantaged, low income, or unemployed; good knowledge of interviewing and counseling practices and procedures; good knowledge of community organizations and human services agencies; good knowledge of services provided in a local Workforce Development Program; good knowledge of sources of occupational information related to vocational guidance, training, and placement; good knowledge of Federal, State, and local Workforce Development laws, rules, and regulations; ability to apply the knowledge of performance of duties; ability to evaluate client vocational interests and aptitudes; ability to communicate Workforce Development goals and services to individuals and groups to stimulate their interest; ability to plan and supervise the work of others; 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 material; tact and understanding.

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 or resources, physical education, criminal justice or a related field of study, specifically structured to prepare individuals for work in the field of counseling, **AND** one (1) year of experience as a counselor, case-worker, employment interviewer, or other related position with similar duties and responsibilities; **OR**
- (B) Satisfactory completion of a minimum of sixty (60) semester credit hours at a regionally accredited or New York State registered two-year college, with at least 12 credit hours in the areas described in (A) above, **AND** three (3) years of experience, as described in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** five (5) years of experience, as described in (A) above; **OR**
- (D) Seven (7) years of experience as described in (A) above; **OR**
- (E) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

NOTE: One (1) year of experience is required. Post high school educational training in the areas defined in (A) can be substituted for up to four (4) years of experience on a year-for-year basis. Individuals having neither a high school diploma nor a high school equivalency diploma must possess the full seven (7) years of required experience.

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

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.