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OTSEGO COUNTY ANNOUNCES THE FOLLOWING VACANCY:
Office of Employment & Training
In Oneonta at the CDO Workforce Center
Employment & Training Counselor
\$43,611 - \$51,556
DATED: April 19, 2024
LAST DAY FOR FILING: May 2, 2024
EOE

DISTINGUISHING FEATURES OF THE CLASS: Provides professional vocational guidance and related services to individuals participating in various aspects of the local Employment and Training Program. The duties involve the responsibilities of assisting Employment and Training participants in formulating and modifying employability plans, which may involve remedial education, work experience, specialized skill training, and related supportive services. In addition, the Employment and Training Counselor evaluates participants' personal circumstances in an effort to identify potential barriers to employment and makes the necessary referrals to community service agencies to assist with self-sufficiency. Work is performed under the general supervision of either a higher-level Counselor or other higher-level administrative staff, as necessary, offers guidance and instruction on individual problem cases. Supervision may be exercised over the work of para-professional and clerical assistants. The incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in the development of realistic jobs and/or training opportunities for agency clients; Interviews clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal, and social background to aid in formulating employability to training plans;
- Formulates employability plans for participants of the program;
- Aids clients in obtaining support services as needed;
- Provides information to clients regarding job opportunities, training, or apprentice programs and vocational education;
- Makes home or work site field visits to discuss problems and progress with clients, training agencies, and employers;
- May conduct orientation and/or informal informational sessions with client groups regarding career opportunities in the community;
- Maintains and updates client program records, employability plans, and progress reports;
- Visits community groups to promote the use of Employment and Training Agency Services;
- Participates in staff meetings and conferences designed to define client goals, problems, and evaluate progress;
- May administer standardized vocational tests used in the evaluation of participant vocational skills and/or needs;
- Prepares a variety of narrative as well as tabular reports.
- Reviews client applications and makes eligibility determinations;
- Assists in matching job-ready participants with positions available in the public or private sector;
- Under supervision assists in the financial and non-financial monitoring of sub-agents;
- May assist in the implementation, operation, and maintenance of an occupational assessment system;
- Interviews clients and identifies clients skills or job readiness problems as well as assists in the formulation of participant employability plans;
- Disseminates information to clients regarding job opportunities, training, or other agency programs;

- Participates in formal training courses as needed;
- Attends on-the-job and special training sessions, and studies appropriate materials related to the conduct of local Employment and Training Programs;
- Prepares a variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES: Working knowledge of concepts of the cultural, environmental, and personal factors influencing the lives of Employment and Training Agency clientele; working knowledge of interviewing practices and techniques; working knowledge of community organizations and human service agencies; good knowledge of training and educational programs sponsored by the Employment and Training agency; working knowledge of sources of job placement; working knowledge of Federal, State, and local Employment and Training rules and regulations, and ability to apply the knowledge in the performance of the duties of the position; ability to evaluate clients' vocational interests and aptitudes; ability to establish and maintain effective interpersonal relationships with clients, employers, and training agencies; ability to prepare, as well as interpret, narrative and tabular reports; ability to communicate effectively both orally and in writing.

PROMOTIONAL QUALIFICATIONS: Two (2) years permanent competitive status as an Employment and Training Assistant in Otsego County.

MINIMUM QUALIFICATIONS: Either

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Associates Degree and two (2) years of full time experience or its part time equivalent in a social service agency, community action or community service agency involving direct client contact; or
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (b); or
- (d) An equivalent combination of training and experience as defined by the limits of (a) through (c).

NOTE: Successful completion of coursework in a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours for related coursework as indicated above being equivalent to three (3) months of experience, up to one (1) year.

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

Classification: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com.