

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38776
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	02	Grade:	16
Workers Comp Code:	9410		

Job Code Established:	07/01/89	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Employment Counselor Series

JOB CODE TITLE: EMPLOYMENT COUNSELOR II

HRIS TITLE: EMPMT CNSLR II

WORK DESCRIPTION: Provides vocational counseling and guidance services to persons having difficulty with occupational choices or in finding and maintaining satisfactory employment; interviews applicants; administers, scores and interprets a range of assessment tests, evaluates data that pertain to employability; identifies vocational and employment barriers; writes assessment and employability plans; counsels applicants; monitors applicant progress; maintains knowledge of current career opportunities and market trends; maintains professional and staff meetings.

WORK ACTIVITIES: interviews applicants for services, noting essential identifying information and applicant's need and reason for applying. Discusses applicant's current situation with applicant, listens, offers suggestions, and helps applicants with perception, self-realization or orientation, in accordance with program goals and objectives. Administers individual assessment tests in areas of interest, aptitude, achievement and intelligence. Scores and interprets results derived from individually- administered tests in areas of interest, aptitude, achievement and intelligence. Informs applicants of resources for help in the community and of other facts and events that will help applicants in terms of support, treatment, rehabilitation or independent living, and to achieve employment potential. Develops employability plans for applicants, based on knowledge of applicant's situation, gained from interviewing and evaluating case information. Counsels with individuals in accordance with their employability plans using specific methodologies and techniques. Writes summary reports on applicant's situation, on case actions taken or planned. Confers with agency officials, staff members and outside agency representatives to acquire information needed for determinations or decisions. Confers with other practitioners and technical experts in own field of specialization, in order to broaden knowledge, acquire specific information or obtain advice or counsel. Explains agency policies, procedures and practices to applicants, clients, and representatives of other agencies. Attends staff meetings relating to applicants' treatment; gives and receives information, participating in problem-solving and decision-making. Verifies progress of applicants in vocational programs by personal or telephone interviews at various intervals in the course of the program. Reads incoming correspondence, memoranda or reports; plans and formulates response, subsequent action or routes to files or other destination. Attends professional seminars, meetings, conferences; gives and receives information helpful in work system operation. Confers with supervisor, to present and resolve difficult problems or issues; to discuss plans and actions to be taken; to make decisions. Attends periodic workshops or training sessions to improve working knowledge and skills at journey worker level in work system. Performs related work as required.

WORK CONDITIONS: Extensive contact with job applicants and program clients.

SUPERVISION: Works under general supervision of a first-line supervisor, exercising discretion and independent judgment within policies and procedures established for the work system.

WORK RESULTS/PRODUCTS: Persons who are employed; interviewed applicants; administered and interpreted vocational, and aptitude tests, evaluated data; identified employment barriers; counseled clients; completed written forms, employment plans, case notes, records, reports; case closures; information provided to applicants/clients, referral sources and other relevant personnel.

RESPONSIBILITY: For the quality of work products, accurate and timely completion of work processes.

AUTHORITY: To make decisions on referrals, assessment plans, applicant continuance in or termination from evaluation process; to make vocational recommendations and to follow up on case client.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: vocational guidance principles, techniques and practices; the principles of individual appraisal, including interviewing methods, occupational and aptitude testing and evaluation of personal potential; personality development and adjustment; methods and objectives of vocational aptitude tests; occupational opportunities and qualifications, labor market trends applicable to the community; resources available in the community for the alleviation of health, education and financial needs; socioeconomic and cultural conditions found in the community; established policies and procedures established for the work system.

Skill/Ability to: interviewing to elicit information; counseling unemployed/underemployed persons to provide information, resolve problems, motivate and encourage; vocational/employment data analysis, evaluation and interpretation; observing and interpreting behavior as it impacts potential employment; oral and written communication; test administration and interpretation; problem resolution; interpersonal relations as applied to job applicants or program clients.

SPECIAL SELECTION FACTOR: Two years of work experience as an Employment Counselor I; OR a Bachelor's degree with a major in a social or behavioral science or other closely related field and one year of the required experience; OR a Master's degree with a major in counseling, education, psychology or other closely related field which included a practicum.