

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38777
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	02	Grade:	17
Workers Comp Code:	9410		

Job Code Established:	07/01/89	Effective Date:	
Job Code Revised:	07/15/93	Effective Date:	

JOB CODE SERIES: Employment Services

JOB CODE TITLE: EMPLOYMENT COUNSELOR III

HRIS TITLE: EMPMT CNSLR III

CHARACTERISTICS OF THE CLASS: Works under general supervision of a first-line supervisor, exercising discretion and independent judgment within policies and procedures established for the work system. Has the authority to make decisions on referrals to social, psychological or behavioral support agencies; to determine and develop assessment plans; to applicant continuance in or termination from evaluation process; and to make vocational recommendations. Provides vocational counseling and guidance services to a special needs and/or special applicant population requiring intensive in-depth counseling, sometimes of an emergency nature, in the removal of a variety of socioeconomic barriers to employment. Interviews applicants; administers and interprets a variety of assessment tests; evaluates data as they pertain to employability; identifies vocational and employment barriers; writes employability plans. May serve as a lead worker over other employment services subordinates. Work product consists of persons who are employed; employable and motivated clients; test results evaluated; employability plans developed; vocational recommendations; and information provided to clients; referrals to various social, psychological or behavioral community agencies. Responsible for the quality of work products, accurate and timely completion of work products and efficient work processes.

EXAMPLES OF DUTIES: 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 applicant 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 applicant in terms of support, treatment, rehabilitation or independent living. Develops employability plan for applicants, based on knowledge of applicants' situations, gained from interviews and evaluating case information. Counsels with individuals in accordance with individual service plans and specific methodologies and techniques. Writes summary reports on applicant's situation, on case action taken or planned. Consults with and advises staff members of own work system, applying knowledge and skills of own technical specialty. Confers with agency officials, staff members and outside agency representatives to acquire information needed for determinations or decisions. Explains agency policies, procedures and practices to applicants, clients, and representatives of other agencies. Attends staff meetings relating to applicant treatment; gives and receives information, participating in problem-solving and decision-making. Verifies progress of applicants in vocational programs by personal and 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. Instructs staff members in proper data collection in a complex system of methods, procedures, rules or regulations utilized by the work system. Performs related work as required.

WORK CONDITIONS: Extensive contact with program clients/applicants, some of whom may be hostile or incapacitated.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Vocational guidance principles, techniques and practices; principles of individual appraisal, including interviewing methods, occupational testing and evaluation of personal potential; personality development and adjustment; methods and objectives of vocational aptitude tests; occupational qualifications, requirements, and 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; 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; work management and work leadership; interpersonal relations as applied to contacts with job applicants or program clients.

Experience and Education: Typical ways to obtain the KSAs would be: One year of work experience as an Employment Service Counselor II in State service: OR a Bachelors degree with a major in a social or behavioral science or other closely related field AND two years of experience providing counseling (appropriate to the positions): OR Masters degree with a major in counseling, psychology or other closely related field which included a practicum AND one year of experience as outlined above. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Special Selection Factors: For some assignments of DD-214 and/or a verification of disability is required.