

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV78815
Job Class Code:	180	Salary Schedule:	AREG
EEO Category:	02	Grade:	18
Workers Comp Code:	9410		

Job Code Established:	09/26/79	Effective Date:	
Job Code Revised:	07/01/89	Effective Date:	

JOB CODE SERIES: Vocational Education Series

JOB CODE TITLE: VOCATIONAL GUIDANCE COUNSELOR

HRIS TITLE: VOCATIONAL GUIDANCE CNSLR

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for work of average difficulty providing vocational counseling and guidance services to institutional residents and clients; and performs related work as required.

EXAMPLES OF DUTIES: Counsels residents in academic and vocational matters; may administer, score, and interpret aptitude, intelligence, achievement, interest, and personality tests; coordinates the provision of services necessary to the improvement of clients' vocational and employment potentialities; assists residents in setting realistic goals and adopting good work habits; conducts group sessions to bring about changes in self concepts and attitudes; confers with instructors, employers, and institutional treatment staff regarding residents' progress and problems; develops and maintains cooperative relationships with community training, education, rehabilitation, social service agencies, and other community resources in order to establish community support; attends workshops; maintains records; prepares and reviews reports

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles and methods of vocational counseling and guidance services; a variety of occupations and industries, industrial conditions; employment opportunities and the skills, abilities, and qualifications required in various job categories.

Skill/Ability to: apply vocational counseling and guidance methods and techniques to the solution of individual and group problems; communicate orally and in writing; establish and maintain work relationships.