Herkimer County

EMPLOYMENT COUNSELOR

Distinguishing Features of the Class: This is an entry-level position that provides professional employment guidance and related services to clients participating in various aspects of the local social service programs. The duties involve assisting social services clients in formulating and modifying their employment plan, which may involve remedial education, specialized skill training, and related supportive services. The employment counselor is required to exercise sound professional judgment in formulating and carrying our plans to meet individual employment issued presented by clients. Work is performed under direct supervision of a higher-level staff employee, when necessary, to offer guidance and instruction on individual problem cases. The incumbent of this position does related work as required.

Typical Work Activities: (Illustrative only)

-Explain program and regulatory requirements to applicants and recipients of temporary assistance;
-May be responsible for a full range of the assessment process;
-Formulates an employment plan for participants of the program;
-Organizes orientation and group sessions;
-Matches job-ready program clients with available jobs and makes employment referrals;
-Coordinates paper and client flow for the employment readiness program;
-Interviews clients for training programs to determine eligibility, interests, goals;
-Aids clients in obtaining support services as needed;
-Counsels clients to resolve problems, overcome employment barriers to achieve goals;
-Updates and completes client enrollments, terminations and program information in the WTW CMS employment system;
-Completes reports necessary for compliance with regulations and policies.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of interviewing practices and techniques; working knowledge of concepts of the cultural, environmental and personal factors influencing the lives of temporary assistance clientele; working knowledge of community organizations and human service agencies; working knowledge of training and educational programs approvable by the department of temporary assistance; working knowledge of sources of job placements; working knowledge of federal, state, and local temporary assistance rules and regulations and the ability to evaluate a client's vocational interests and aptitudes; ability to establish and maintain effective interpersonal relationships with clients, employers, and training agencies; ability to communicate effectively orally and in writing; physical condition commensurate with the demands of the position.

Acceptable Training and Experience:

Either: (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in public administration, economics, education, social science, human services, or closely related field;

Or (B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree, and one year of full-time experience in employment related activities, counseling, placement, or other closely related employment duties of the position;

Or (C) Satisfactory completion of a minimum 60 semester credit hours in a regionally accredited or New York State registered two-year college and three years of full-time experience in the areas defined in (B);

Or (D) Any equivalent combination of training and experience defined by the limits of (A) through (D).

Promotion

Three years of permanent competitive class status as a Senior Social Welfare Examiner, Social Welfare Examiner, or three years of permanent, competitive class status in a senior level clerical position, at least one year of which must have included duties in employment related activities, counseling, placement, or other closely related employment duties of the position.

Competitive Class
Classified December 2006