

EMPLOYMENT AND TRAINING COUNSELING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Plans, supervises, and coordinates the activities of a group of Employment and Training Counselors in a local Employment and Training Program Agency. Employees in this class perform professional vocational guidance and/or counseling work at a supervisory level involving the direction and supervision of a group or team of Employment and Training Counselors who render client services in a local Employment and Training Program. Incumbents are responsible for overseeing the development and administration of vocational assessment procedures, as well as the development of participant employability plans. The Employment and Training Counseling Supervisor is responsible for maintaining high professional standards for vocational guidance services in accordance with agency policy and for making recommendations on related policies and procedures. Depending on the staffing pattern of the agency, the work is performed under general supervision of the department head, or other higher ranking staff professional, with leeway allowed for exercise of independent judgment in planning and carrying out work methods and details. Supervision is exercised over the work of Senior Employment and Training Counselors, Employment and Training Counselors, and assigned non-professional employees. The incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as a team leader to a group of Employment and Training Counselors by planning, assigning, coordinating, and supervising all client cases for the Agency;

Interprets Federal, State, and local Employment and Training policies, rules and regulations regarding the Program to Employment and Training Counselors and non-professional employees in the unit;

Reviews selected cases and recommends vocational guidance techniques or plan of action to maximize client potential for most efficient use of the prescribed employability or training plan;

Establishes necessary controls for determining applicant eligibility and evaluating counseling staff performance;

Holds regular staff meetings to keep the counseling and non-professional staff advised on problems, programs, or new developments;

Maintains cooperative relationships with public and private agencies in the community in connection with vocational guidance or placement activities;

Consults with Counselors on difficult cases and provides guidance or direction on necessary techniques for successfully processing the case;

Assists in the formulation of Agency policy relative to the vocational guidance functions in remedial education, work orientations, or experience training, specialized skill training, job placement and related supportive services;

Prepares a wide variety of records and reports.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of concepts related to cultural, environmental and personal factors influencing lives of persons who are economically disadvantaged, low income, or unemployed; thorough knowledge of interviewing and counseling practices and procedures; thorough knowledge of community organizations and human services agencies; thorough knowledge of services provided in a local Employment and Training Program; thorough knowledge of sources of occupational information related to vocational guidance, training and placement; thorough knowledge of Federal, State, and local Employment and Training Rules, Laws, and Regulations, and ability to apply the knowledge in performance of duties; ability to evaluate client vocational interests and aptitudes; ability to communicate Employment and Training goals and services to individuals and groups and stimulate their interest; ability to plan and supervise the work of others on a moderately large scale; ability to work with clients in a variety of counseling and vocational situations; ability to establish and maintain effective interpersonal relationships; ability to understand, interpret and prepare moderately complex written materials; tact and understanding; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: One year of permanent competitive class service as a Senior Employment and Training Counselor.

OPEN-COMPETITIVE: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social science, human services or resources, or other field of study specifically structured to prepare individuals in the field of counseling, and two years of full-time experience as a Counselor, Caseworker, Employment Interviewer, or other related position with similar duties and responsibilities, (one year of this experience must have been in a supervisory capacity); or
2. Satisfactory completion of a minimum of 60 semester credit hours from a regionally accredited or New York State registered two-year college with at least 12 credit hours in any of the areas defined in (1) and four years of experience as described in (1) (one year of which must have been in a supervisory capacity); or
3. Graduation from high school or possession of a high school equivalency diploma and six years of experience as described in (1) (one year of which must have been in a supervisory capacity); or
4. Eight years of full-time experience in the areas defined in (1) (one year of which must have been in a supervisory capacity); or
5. An equivalent combination of training and experience as defined by the limits of (1) through (4).

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MINIMUM QUALIFICATIONS: (Continued)

NOTE: One year of supervisory experience is required. Post high school educational training in the areas defined in (1) can be substituted for non-supervisory experience on a year-for-year basis. Individuals having neither a high school diploma nor a high school equivalency diploma must possess the full eight years of required experience.

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

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: MAY 7, 1990

CIVIL SERVICE CLASSIFICATION: COMPETITIVE