

CAREER COUNSELOR

Code No. 4-18-355
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, located in a school district's adult education program, is responsible for providing assistance to adults in career related activities. Work involves conducting intake interviews and providing career counseling, as well as administering screening tests and conducting training and workshops to enhance job readiness. The employee reports directly to and works under the general supervision of the Director of Career and Technical Education or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Conducts intake interviews for various employment programs to determine the participants' eligibility including assessing their relevant work experience, job skills and capabilities;

Develops and conducts job readiness skills training for participants;

Provides individual and group career counseling to assist participants develop and carry out their vocational objectives;

Assists participants with the utilization of relevant and proper techniques and practices of resume writing;

Plans, develops and implements workshops and training to meet participants' needs such as self-esteem building, assertiveness communication, and non-traditional careers;

Conducts interest inventories, personality tests, and basic education skills to appraise interests, aptitudes, personality characteristics and abilities to assist in vocational and educational planning;

Plans and implements group career counseling workshops;

Analyzes information and develops reports on findings;

Directs, plans and implements policies, objectives and activities of an employment service group;

Acts as liaison to the Monroe County Department of Human Services (DHS), support staff, and DHS recipients;

Performs grant activities such as monitoring changes in grant funding rules and regulations to ensure compliance, completing monthly reports required by funding agencies, assisting in development of evaluation to measure grant program effectiveness, and assisting intake teams with initial determination of appropriate funding source for incoming participants;

Schedules and conducts group tours for prospective participants and funders;

Attends career fairs;

Ensures internship agreements are completed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of employment, recruitment, screening, placement and occupational training as

related to adult education and placement; good knowledge of interviewing practices and techniques; good knowledge of the practices and procedures of developing and implementing vocational training programs to meet student needs; good knowledge of the goals and objectives of the school district to which assigned as related to adult education and placement; good knowledge of resume writing techniques; good knowledge of job search strategies; ability to provide career counseling to individuals; ability to plan group activities, workshops and seminars; ability to utilize standard vocational and educational tests; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Psychology, Counseling, or Education plus two (2) years paid full-time or its part-time equivalent experience involving interviewing for employment or career counseling; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

ADOPTED: January 14, 1993

REVISED: March 3, 2016