

EMPLOYMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for supervising and coordinating the work of a professional counseling staff providing specialized counseling to individuals with job placement problems. Responsibilities include the training and development of the staff, evaluating their performance and work standards, making suggestions for improvement, and conducting case review sessions. Individual counseling may be performed with the more difficult and complex cases. Supervision is exercised over a number of employment counselors and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the day-to-day activities of an employment program designed to provide counseling, assessment and job placement for persons with job placement problems;

Insures the implementation of the program goals and objectives;

Plans and coordinates the training of employment counselors and other support staff;

Develops employment and training resources and performs community outreach;

Conducts case review sessions with the counseling staff and provides guidance and direction where needed on the more difficult and complex nature;

Reviews referrals for all potential program participants;

Provides technical assistance to employment and examiner staff regarding public assistance, employment and skills assessment services;

Evaluates current programs and makes recommendations for improvement;

Prepares detailed written and statistical reports, as required;

Participates in conferences and meetings.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the techniques of interviewing, employment counseling and assessing basic and occupational skills, interests and aptitudes; good knowledge of the theories of occupational choice; thorough knowledge of employment conditions and trends of the labor market; good knowledge of the methods and techniques used in the planning, development and implementation of employment programs; ability to establish and maintain effective working relationships with clients, private and government agencies, and labor groups; ability to prepare detailed reports, both orally and in writing; resourcefulness in locating and developing employment resources; tact; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and three years experience in personnel interviewing, skills assessment, employment counseling, career counseling recruitment, placement, job development, human resource planning or training.

SPECIAL REQUIREMENT: Depending on the requirement of specific positions, candidates may be required to possess a current, valid license to operate a motor vehicle in the State of New York.

SUBSTITUTIONS: A Master's Degree* may be substituted for the above experience at the rate of 30 credits per year for up to two years.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.