

EMPLOYMENT COUNSELOR (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting individuals with job placement problems to secure employment by means of counseling, job search assistance, referrals, and occupational skill training with attention to Spanish Speaking clients. In addition, an incumbent of this class is responsible for on-going case management of individuals while enrolled in a program and follow-up services for up to one year following termination in the program. Considerable independent judgment is exercised in the evaluation of the individual's employability, previously acquired skills and training and in making recommendations for additional training, counseling or referral to other community agencies when needed. The duties require proficiency in both English and Spanish providing interpretive and information services. Supervision may be exercised over support clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both the Spanish and English languages;

Interviews clients, both English and Spanish speaking, to determine their eligibility for program participation, employability, counseling and case management needs and assists them in making a suitable career choice;

Provides special assistance, to eligible clients, with a focus on achieving their highest occupational potential;

Refers clients to appropriate training courses to improve job skills;

Conducts workshops on job seeking, resume writing and other related topics;

Refers clients to other community resources when such a need is indicated;

Conducts follow-up evaluations to determine accuracy of referrals for training and placements and the need for vocational adjustments;

Cooperates with representatives of educational, governmental and community agencies on various levels to provide information and to aid in the promotion of joint efforts in the referred, counseling and job adjustments of clients;

Works with employers to promote affirmative action and understanding of the vocational needs of Spanish speaking clients as well as women, youths, minorities, etc.;

Participates in developing additional job opportunities in the public and private sector;

Provides counseling and case management service to individuals enrolled in training;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of occupational conditions, trends and job development; good knowledge of available community resources for employment and human services; good knowledge of the methods and techniques of interviewing and counseling for the purpose of determining job applicant skills and realistic occupational choice; knowledge of with the rules, regulations and procedures for eligibility of applicants in employment and training programs; skill in interviewing and counseling people from various socio-economic and ethnic groups; skill in the instruction of resume writing; ability to make realistic assessment of the employment capabilities of socially disadvantaged people and make appropriate referrals to increase their employability; ability to administer and interpret evaluative tests; ability to conduct workshops for the improvement of employability such as resume writing, assertiveness training, skills training, job seeking skills, etc.; ability to express oneself clearly both orally and in writing; ability to read, speak and listen to the Spanish language at a level sufficient to pass a Spanish Language Proficiency Test; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; initiative; resourcefulness; patience; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and two years of experience in recruitment, placement, job development, personnel interviewing, employment counseling, manpower planning or training.

NOTE: Experience in Social Casework is not considered qualifying experience.

SUBSTITUTION: Satisfactory completion of a Master's Degree* in Public Administration, Manpower Planning, Human Development, Psychology, Human Resources, Personnel Administration or a closely related field may also be substituted for one year of the above stated experience.

SPECIAL REQUIREMENTS: Depending on assignment possession of a valid license to operate a motor vehicle in the State of New York may be required at time of appointment and maintain same while in the title.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*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 Department of Education as a post-secondary, degree-granting institution.

West. Co.
J.C.: Competitive
SAS51

Job Class Code: C2573
Job Group: IX