

PROGRAM SPECIALIST(OLDER WORKER PROGRAMS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for supervising the day-to-day implementation of all the older worker programs including supervision of staff, coordination, training, counseling, job development, and worksite development. Supervision may be exercised over support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops sub-contracts with community service agencies, municipalities and licensed educational programs throughout the County to work as trainers for program participants;

Establishes and maintains effective job placement relationships with employment services, develops and supervises the maintenance of a job information system, job bank and follow-up system on job referrals;

Conducts on-going recruitment and intake of program participants;

Prepares and conducts training sessions for program participants and sub-contract agency supervisory personnel as well as coordinate regularly scheduled individual and group counseling sessions for program participants;

Coordinates supportive services to program participants;

Supervises program staff on a daily basis;

Maintains records relating to program activities for the purpose of conforming with funding source reporting mandates;

Conducts studies to determine the employment and training needs and the program impact.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of vocational counseling, assessment and job search/placement skills; good knowledge of the sources of employment within Westchester County for senior citizens; good knowledge of the principles and techniques of interviewing; good knowledge of the functions of supportive service agencies; ability to effectively plan and conduct individual and group counseling sessions; ability to work effectively with senior citizens; ability to communicate effectively, both orally and in writing; ability to supervise the work of others; dependability; initiative; courtesy; tact; good judgement; physical condition commensurate with the requirements of this position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four years experience in the field of employment, two of which must have been in the area of employment for senior citizens.

SUBSTITUTION: Graduate level education toward a Masters Degree* in Business or Public Administration, Manpower Planning, Human Development, Counseling, Psychology or Personnel Administration, may be substituted at the rate of thirty credits* per year of experience, exclusive of the specialized 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 Education Department as a post-secondary, degree-granting institution.