

STAFF DEVELOPMENT SPECIALIST (OUTPLACEMENT SERVICES)

GENERAL STATEMENT OF DUTIES: Plans, coordinates, and supervises comprehensive outplacement and training programs for displaced workers; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for coordinating, developing and conducting seminars, orientations, professional counseling and training sessions targeted at displaced workers in order to develop opportunities and technical skills needed for re-employment. In addition, this position provides consultation to employers and counseling staff in identifying and assessing employment, educational and training resources for specific groups of dislocated workers and individual participants and to design programs intended to satisfy outplacement objectives. Supervision is exercised over a number of Employment Counselors and Job Development Specialists.

EXAMPLES OF WORK: (Illustrative Only)

Prepares, coordinates and conducts orientation and training sessions for displaced workers in order to familiarize them with program goals and resources;

Supervises and trains a staff of Employment Counselors and Job Development Specialists in the counseling and training of displaced workers consistent with programmatic objectives;

Provides professional counseling, referral and support services to dislocated workers, including coping skills, stress management, positive thinking, assertiveness training, substance abuse counseling and mental health counseling, based on intake needs assessments;

Confers with employers to identify training needs and organize training programs designed to enhance and develop the skills and employability of displaced workers;

Participates in the development, implementation and evaluation of training programs, seminars and workshops for targeted groups of displaced workers with a view toward enhancing employability in the current job market environment;

Assists in the preparation of grants, funding proposals and training proposals with appropriate educational institutions;

Acts as liaison with educational institutions for the placement and follow-up on referred workers, to insure compliance with program objectives;

Maintains a comprehensive file of available resources to be used for referral purposes;

Prepares special studies and reports as required;

Keeps abreast of the latest developments, practices and techniques used in the field of outplacement services and training.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and techniques of developing, coordinating, conducting and evaluating training programs; good knowledge of the principles and practices of professional social work; ability to plan and develop curricula and lesson plans; ability to train all levels of workers; ability to prepare clear and concise reports; ability to make sound professional judgments; ability to work independently; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either a) three years experience in employment counseling, training, outplacement services, and/or job development; or (b) possession of a Master's Degree in Social Work and two years experience in professional social work.

SUBSTITUTIONS: Satisfactory completion of 30 credits* toward a Master's Degree* may be substituted for each year of the above 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.