

VOCATIONAL COUNSELOR

GENERAL STATEMENT OF DUTIES: Performs vocational counseling and job development; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, is responsible for counseling clients and maintaining professional contact with voluntary, community, public and private agencies for the purpose of employment possibilities and job development and placement. This involves working closely with local business and industry to elicit their cooperation for the placement of clients in their workforce. Supervision is not a regular responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Maintains professional contact with voluntary, community, public and private agencies in the fields of public health, social services, education, employment and rehabilitation;

Cooperates closely with business and industry to help develop channels and opportunities for the employment and/or development of clients in their workforce;

Plans programs that are mutually suitable to the employing agency or company and to the skills, interests and potentials of the client;

Provides the client with realistic appraisals of his abilities and potentially which will enable him to become employable and self-sustaining;

Conducts and plans individual and group conferences with clinical team members when vocational problems are involved;

Investigates and evaluates abilities and disabilities of clients for vocational rehabilitation for the purpose of guiding them in selection of occupational and vocational courses leading to a suitable career;

Conducts personal interviews to determine vocational and/or educational programs for clients;

Administers tests to determine skills, abilities and interests;

Evaluates clients' personal qualifications to determine employability taking into consideration past records, test results, and training and experience history;

Maintains on-going relationships with business executives and employment personnel for the purpose of job development that would be to their benefit as well as that of the client.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and techniques of personnel interviewing and recruiting; knowledge of the management goals and objectives of local business organizations, public and private agencies; ability to plan and develop employment programs which are mutually beneficial to both management and employees; ability to communicate effectively in the area of business, both orally and in writing; ability to work well and elicit the cooperation of others, particularly at the executive, management, and professional level; skills in public speaking and public relations; courtesy; 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 either (a) two years experience in personnel interviewing, recruitment, placement, job development, manpower planning or training; or (b) a Master's degree* in Business, Public Administration, Manpower Planning, Psychology, Personnel or Guidance and one year experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

NOTE: Two years of verifiable volunteer experience in one of the above stated areas may be substituted for one year of paid experience.

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