

SENIOR JOB DEVELOPMENT SPECIALIST  
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Conducts job readiness workshops, career assessment and development programs and locates and develops employment opportunities for specific populations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the program director , this position conducts job readiness workshops and also develops suitable employment opportunities for specific populations, depending on program assignment, e.g., Incarcerated Youth Program, Supported Employment Program, Westchester Academy Youth-at-Risk Program. This position differs from the Job Development Specialist in that it is responsible for preparing program participants for the work world in addition to developing employment opportunities. Supervision may be exercised over subordinate positions.

EXAMPLES OF WORK: (Illustrative Only)

Conducts job readiness workshops, which include interest and abilities assessments as they relate to career choices; resume writing; mock interviews and other related workshops;

Assesses personal needs of students which may impact on their job readiness and makes referrals to community resources which can help in such areas as housing, substance abuse, crisis intervention, etc;

Works closely with teaching staff who provide the academic component of the program and other school staff;

Provides leadership in program development, by devising appropriate job readiness workshops to meet needs of different populations, i.e.: incarcerated youth at Westchester County Correctional Facility, disabled students in BASIC BOCES Occupational Educational Program and VESID (Vocational and Educational Services for Individuals with Disabilities) clients, troubled high school students in danger of dropping out of school, to better assist them in obtaining and retaining employment;

Locates and develops employment opportunities for job ready students;

Refers suitable participants to jobs and at scheduled intervals follows-up on all placements to ascertain the satisfaction of both the employer and employee;

Meets regularly with appropriate personnel in various programs to inform them of job opportunities and to review and discuss the suitability of job ready students for specific opportunities;

Prepares and maintains accurate records of placement activities and as required prepares reports of these activities;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains on-going relationships and seeks to expand contacts with business executives, employment personnel, Department of Labor and other community agencies for the purpose of enhancing job development activities and responsibilities;

Maintains constant contact with students either in the classroom or on the job site to reinforce vocational training;

Supervises subordinate personnel which may include responsibility for the setting of professional growth objectives and performance evaluation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of occupational conditions, trends and job development; good knowledge of available community employment resources for both subsidized programs and private employers; good knowledge of the methods and techniques of interviewing and counseling for the purpose of determining job applicant skills and realistic occupational choice; familiarity with the rules, regulations and procedures for eligibility placement of job applicants in subsidized employment programs; skill in interviewing and counseling troubled youth 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, self-esteem development, job seeking skills, etc.; ability to express oneself clearly both orally and in writing; good judgment; initiative; resourcefulness; patience; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree and three (3) years of experience in personnel interviewing, employment counseling, recruitment, placement, job development, manpower planning or training, including or supplemented by one (1) year of experience counseling troubled youth; or (b) a Master's Degree in Business or Public Administration, Manpower Planning, Human Development, Psychology or Personnel Administration and two (2) years experience as stated in (a) including or supplemented by one (1) year of experience counseling troubled youth.

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SPECIAL NOTE: Education beyond the secondary 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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

BOCES #2  
J. C.: Competitive  
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Job Class Code: S047