

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Paraprofessional
Revised: 05/03/06

SUMMER YOUTH EMPLOYMENT COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for providing vocational guidance and related services to youth participating in the Summer Youth Employment Program. The duties of this class involve assisting Summer Youth participants in various aspects of their work experiences. The incumbent exercises independent judgment in developing and carrying out individualized plans to meet participants' needs. Work is performed under the supervision of a higher-level administrative staff employee who, as necessary, offers guidance and instruction on individual problem cases. Supervision may be exercised over the work of clerical assistants. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes work site field visits to discuss problems and progress with youth and work site supervisor;
Determines program eligibility of youth;
Interviews youth to gather and evaluate information related to prior work experience, education, specific skills, physical, personal, and social background to aid in formulating necessary paperwork;
Maintains and updates youth program records, Individual Service plans, and progress reports;
Provides information to clients regarding job opportunities, training, or apprentice programs and vocational education;
Participates in staff meetings and conferences designed to define youth goals, problems, and evaluate progress;
Prepares a variety of narrative as well as tabular reports;
Responsible for youth/work site time sheets and pay checks.
May conduct orientation and/or informal informational sessions with youth regarding career opportunities in the community;
May administer standardized vocational tests used in the evaluation of youth's needs;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of youth training and educational programs sponsored by the Workforce Development; working knowledge of concepts of the cultural, environmental, and personal factors influencing the lives of Workforce Development youth clientele; working knowledge of interviewing practices and techniques; working knowledge of community organizations and human service agencies; working knowledge of sources of job placement; working knowledge of Federal, State, and local Workforce Development rules and regulations, and the ability to apply this knowledge in the performance of the duties of the position.

MINIMUM QUALIFICATIONS: Successful completion of two (2) years of study at a regionally accredited, or New York State registered college or university.

SPECIAL REQUIREMENT: Certain assignments will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted: 1980's
Revised: 05/03/06