

VOCATIONAL EDUCATION COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Substance Abuse Outpatient Treatment Program and the Oneida County Office of Employment & Training, and involves responsibility for formulating and modifying vocational guidance plans for eligible program participants which may involve remedial education, work experience, specialized skill training, and related supportive services. The incumbent exercises sound professional judgment in formulating and carrying out plans to meet individual vocational problems faced by participants. Work is performed under the general supervision of a higher level administrative staff employee of the agency who, as necessary, offers guidance and instruction on individual problem cases. Supervision may be exercised over the work of para-professional and clerical assistants. The incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Interviews participants to gather and evaluate information related to prior work experience, education, specific skills, physical, personal and social background to aid in formulating vocational guidance and education;

Provides information to participants regarding job opportunities, training, or apprentice programs and vocational education;

Aids participants in obtaining support services as needed;

Maintains liaison with other social service and community agencies to facilitate referral of participants to employment and training programs;

Conducts orientation and/or informational sessions with participants regarding vocational opportunities in the community, and/or requirements of specific training programs;

Maintains and updates participant program records, vocational/education plans, and progress reports;

Participates in staff meetings and conferences designed to define participant goals, problems, and evaluate progress;

May administer standardized vocational tests used in the evaluation of program participant vocational skills and/or needs;

Interviews participants to elicit personal and vocational/education history information to determine their skills, education, aptitudes, abilities, traits, interests, potential and desires;

Assists participants in the development of realistic short and long term vocational/education goals;

Utilizes vocational educational tests and other assessment instruments to help provide information on client achievements, interests and aptitudes to use as a basis for realistic goal planning;

Evaluates participants' progress in meeting vocational/education goals;

Prepares reports for participant files;

Designs lesson plans and prepares a schedule of vocational/educational activities;

Conducts seminars/classes related to vocational/educational issues;

Develops a job readiness program counseling participants on how to do a job search, write a resume, conduct job interview, preparation for job interviews, on-the-job conduct for participants;

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Typical Work Activities (cont'd):

Maintains information on employment openings, educational/vocational programs;
Develops and maintains contacts with employers;
Does follow-up support counseling with participants enrolled in outside vocational/educational programs or employed;
Networks with community agencies (i.e., VESID, D.S.S., N.Y.S. Employment, S.S.A., colleges and vocational schools) to assist clients in obtaining benefits;
Keeps abreast of vocational, educational programs and employment trends;
Designs goals and objectives for agency vocational/education services.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of concepts of the cultural, environmental, and personal factors influencing the lives of program clientele; good knowledge of interviewing and counseling practices and techniques; working knowledge of community organizations and human service agencies; working knowledge of training and educational programs sponsored by state and federal agencies; working knowledge of sources of job placement; ability to understand the problems related to substance abuse; ability to evaluate clients' vocational interests and aptitudes; ability to establish and maintain effective interpersonal relationships with clients, and potential employers; ability to prepare as well as interpret, narrative and tabular reports; ability to communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in rehabilitation, vocational or employment counseling, or a closely related field, **AND** one (1) year of full-time experience counseling individuals with substance abuse, alcohol, social or emotional problems, or individuals with disabilities, **OR** one (1) year of full-time experience in employment and program planning, personnel counseling or placement, career counseling, public or business administration; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in rehabilitation, vocational, or employment counseling, social science, human services or resources, personnel or a closely related field, **AND** two (2) years of full-time experience as outlined in (A) above; **OR**
- (C) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university, with a at least 12 credit hours in any of the areas described in (B) above, **AND** four (4) years of full-time experience as outlined in (A) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

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