

EMPLOYMENT COUNSELOR 1**Nature of Work**

Under general supervision, performs professional level counseling, providing the full range of employment counseling services offered at state job service offices. The work includes: Interpreting occupational tests; matching applicants' job skills and interest with occupational areas or in developing job seeking skills; assisting clients in evaluating their work histories, interest, skills, personal traits, and physical capacities to help them make wise career decisions or career changes; and determining factors which inhibit the applicant in attaining and retaining gainful employment. May assist clients in locating and applying for employment or training. May refer applicants to other community organizations and agencies to apply for additional support services. Performs related work as required.

Examples of Work

- Interviews applicants with vocational problems to secure needed information.
- Reviews additional information available from other sources such as reports from schools, employers and other agencies.
- Analyzes available information, identifies the applicant's vocational problems, evaluates applicant's aptitudes, interprets test results, arranges for aptitude and proficiency tests and utilizes test results for counseling purposes.
- Formulates a vocational goal and plan for applicant and provides follow-up counseling.
- Develops and maintains working relationships with various community organizations and agencies, clients and the public.

Knowledge, Skills and Abilities

- Knowledge of current JTPA guidelines for training program referrals and case management duties.
- Knowledge of the principles and techniques of vocational counseling, testing and interviewing.
- Knowledge of the variety of occupations and their training and experience requirements.

EMPLOYMENT COUNSELOR 1 - CONT'D.

Knowledge, Skills and Abilities - Cont'd.

Knowledge of employment and industrial conditions within the state.

Knowledge of functions and objectives of public employment offices and related rules and regulations.

Ability to act as a liaison between customer and service providers.

Ability to provide follow-up for customers who have received case management services.

Ability to deal effectively and tactfully with clients, other employees, employers and the public.

Ability to acquire computer skills.

Minimum Qualifications

TRAINING: Bachelor's degree from an accredited college or university with a major in counseling, psychology, sociology, education, personnel administration, industrial/labor relations, or a closely related field.

SUBSTITUTION: Bachelor's degree from an accredited college or university and one year of experience as listed below may substitute for the incorrect major.

EXPERIENCE: One year of full-time or equivalent part-time paid experience in counseling or closely related work.

SUBSTITUTION: A master's degree from an accredited college or university in counseling and guidance, psychology, sociology, education, personnel administration, industrial/labor relations, or a closely related field may substitute for the training and experience.

Established: 05/20/1999

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