

EMPLOYMENT COUNSELOR 2**Nature of Work**

Under limited supervision, performs advanced professional level 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, interests, 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. Must possess the abilities and will have the responsibility for providing training to new counselors. May serve part-time as a veterans', disabilities, or youth program specialist. May supervise or act as lead worker. Performs related work as required.

Distinguishing Characteristics

The Employment Counselor 2 is distinguished from the Employment Counselor 1 classification in the scope of experience and expertise in the area of counseling. May be considered a lead worker. It is distinguished from the Employment Programs Interviewer and the Employment Programs Interviewer, Senior by responsibility for analysis of occupational information, formulation of individualized vocational plans and goals, and the sensitivity and confidential nature of the subject matter covered with client. This level may function in a lead or supervisory capacity.

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 aptitude and proficiency tests and utilizes test results for counseling purposes.
Formulates a vocational goal and plan for applicant.
Provides follow-up counseling.

EMPLOYMENT COUNSELOR 2 - CONT'D

Examples of Work - Cont'd.

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.

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: Master'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 in one of the above fields and one year of experience as listed below may substitute for the master's degree.

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

Established: 05/20/1999

Effective: 08/01/1999