TRAINING & EMPLOYMENT COUNSELOR I

DEFINITION

Under direct supervision of the Program Coordinator, works in the resource center assisting clients, both youth and adults, with employment skills such as writing resumes, preparing applications on-line, etc. Administers basic skills and assessment tests to clients for job search recommendations and does related duties as required.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Provides assistance to clients in employment and training programs as well as explaining the services available at the One-Stop; may conduct interviews and assessments based on clients’ needs and skills; assists clients with on-line job search, basic computer operations and creating e-mail accounts; assists clients with completing applications, resumes, obtaining letters of recommendation, etc; conducts various basic skills and career tests and recommends suitable jobs to clients based on the outcome and/or evaluation of these tests; contacts and coordinates with appropriate agencies, employers, providers and other counselors; works cooperatively with partner staff in the resource center; may assists in the design of special programs; assists in structured training sessions; assures compliance with policies, rules and procedures governing program operations; conducts research; maintains records and prepares forms, reports and correspondence related to assignment; and does other related work.

MINIMUM QUALIFICATIONS

Education and Experience
Completion of two years of college (60 semester units) in career planning, social science, or related field desired. Or an equivalent combination of education or experience, plus one year of recent responsible work experience in the training employment field.

Knowledge of:
Fundamental aspects of human behavior; interviewing and record keeping techniques; modern office practices and procedures; labor market needs and requirements; agency and community resources; and standard office equipment operation.

Skills and Ability to:
Understand and apply state, federal, and local regulations, laws and directives pertaining to employment and training programs; maintain cooperative working relationships with fellow employees, clients and the general public; understand, interpret, and apply instructions, policies, and procedures of related work; effectively interview and/or train clients; accurately keep
records; make necessary arithmetic or statistical computations; write and verbally communicate with clarity.

**Physical Ability**
Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis.

**Licenses and Certificates**
Valid California Driver’s License

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11/07/12