

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

Range G

TEC II
(TRAINING & EMPLOYMENT COUNSELOR)

DEFINITION

Under general supervision of the Program Coordinator, this person performs assessments, provides counseling, makes job placements 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 and counseling to clientele in employment and training programs; conducts interviews and assessments to determine clientele needs and skills; makes job placements and referrals; contacts and coordinates with appropriate agencies, employers, providers or other sources to develop or supply the means, work, schools training or other services aimed at accommodating determined clientele needs; determines and recommends contract modifications and terms; designs special programs; monitors and evaluates clientele progress; conducts structured training sessions; interprets 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) with major course work in administration, psychology, career planning, social science, or related field. Or an equivalent combination of education or experience, plus one year of recent responsible work experience comparable to a training employment counselor.

Knowledge

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

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, counsel, or train clientele; 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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05/04/09