

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

VOCATIONAL TRAINING COUNSELOR I

DEFINITION:

Under general supervision of the SELPA Director, the Vocational Training Counselor I provides vocational training to students eligible for WorkAbility services (special education students on IEPs only) and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

SELPA Director

SUPERVISION OVER:

None; provides assistance and guidance to other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides assistance and vocational counseling to students in the WorkAbility program through classroom presentations, guest speakers, workshops and tours of local businesses.
- Conducts interviews and student assessments to determine needs and abilities.
- Serves as a job coach to monitor participant performance on the job and counsel when job performance is not satisfactory; works with participants on improving and gaining necessary skills.
- Teaches pre-employment and job specific skills.
- Assists with job applications, mock interviews, and job coaching.
- Completes individual service strategy with assigned students (e.g. work readiness training, workshops and/or job placement).
- Develops jobs that match employer needs with student's ability and interests.
- Observes students in school and work situations.
- Initiates and maintains ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote participant placements, conduct structured trainings and referrals.
- Coordinates and travels to college and career fairs.
- Provides day to day support to the Vocational Counselor II.
- Tracks participant activity and progress during placements, assists instructors/teachers in the collection of educational materials as needed/requested.
- Performs day to day clerical duties such as keeping current and accurate files of all students in our caseload, maintain and prepare records, forms, reports, and correspondence, answering the phone and ordering office supplies.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High school diploma or equivalent is required.
- Two years of relevant experience or any combination of experience and training that would provide the required knowledge, skills and abilities.

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Knowledge of:

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic mathematics.
- Interviewing and record keeping techniques.
- WIA program design and documentation process.
- Agency and community resources.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Read, interpret and apply pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Understand and carry out oral and written directions.
- Maintain accurate records and reports.
- Communicate effectively both in oral and written form.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community members, staff, and students and of staff and students with physical and learning disabilities.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. Requires two or more persons to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This is an itinerant position and employees must be self-sufficient with regards to travel between school sites to provide services.

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Licenses and Certificates:

- Valid California Driver's License with proof of automobile liability insurance.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: F

Approval Date: 8.15.24