

VOCATIONAL TRAINING COUNSELOR

DEFINITION

Under general supervision of the Program Administrator, provides vocational training to students eligible for WorkAbility services (special education students on IEPs only) 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.)

Recruits students eligible for WorkAbility services through classroom presentations at the schools in Yuba County and referrals from districts; assists in objective assessment of students' career interests, providing career awareness information; teaches pre-employment and job specific skills; assists with job applications, mock interviews and job coaching; completes individual service strategy; develops jobs that match employer needs with student's ability and interests; observes students in all school and work situations; has instructional time with students as assigned by supervisor; networking with local business owners to provide job placement options for students and job tours; keeps current and accurate files for each student and case management of clients files; attends pertinent conferences, meetings, in-services, etc. and other duties as assigned by the Superintendent or designee.

MINIMUM QUALIFICATIONS

Education and Experience

High school graduate or equivalent and two years of relevant experience of any combination of experience and training that would provide the required knowledge, skills and abilities.

Knowledge

English grammar, punctuation and spelling; basic mathematics; standard types of office filing systems; common equipment utilized in an office environment; effective and efficient communications techniques and WIA program design and documentation process.

Skills and Ability

Operate a motor vehicle and various office machines; communicate effectively both in oral and written form; organization and prioritize work; read and apply rules, regulations and procedures; establish and maintain cooperative relationships; work independently in absence of supervisor; understand and carry out oral and written directions; maintain accurate records and reports; as directed, in a clear and concise manner.

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. Occasionally frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending.

Licenses and Certificates

Valid California Driver's License