

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

TRAINING & EMPLOYMENT COUNSELOR I

DEFINITION:

Under direct supervision of the One Stop Director, the Training & Employment Counselor I 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 performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

One Stop Director

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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.
- Contacts and coordinates with appropriate agencies, employers, providers and other counselors.
- May travel to job sites and job fairs.
- May assist in the design of special programs.
- Assists in structured training sessions.
- Maintains records and prepares forms, reports and correspondence related to assignment.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High School Diploma or equivalent; Associate degree with major course work in career planning, social science, or related field desired or an equivalent combination of education or experience.
- One year of recent related work experience in the training employment field.

Knowledge of:

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interviewing and record keeping techniques.
- Modern office practices and procedures.
- Labor market needs and requirements.
- Agency and community resources.

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- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Understand and apply state, federal, and local regulations, laws and directives pertaining to employment and training programs.
- Effectively interview and/or train clients.
- Accurately keep records.
- Basic mathematics.
- Read and write at a level consistent with the requirements of the position
- Assures compliance with policies, rules and procedures governing program operations.
- Conducts research.
- Works collaboratively with assigned supervisor, team members, partner staff, and clients 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.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing on a step stool.
- 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.
- 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. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart 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 may be an itinerant position and employees must be self-sufficient with regards to travel off-site locations to provide services.

Licenses and Certificates:

- Provide proof of automobile insurance, if driving personal vehicle for work.

Clearances:

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- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: F

Approval Date: August 15, 2024