

## EMPLOYMENT COUNSELOR

### KIND OF WORK

Entry-level professional employment counseling work.

### NATURE AND PURPOSE

Under general supervision, assesses career goals, interests, skills, and abilities of clients; develops plans for training, education and employment; refers clients to support services; and provides career and related counseling services to a range of clients who independently, or as a condition of program participation, plan to enter, adjust, or advance to suitable employment. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develops with clients a workable employability plan so that clients can attain career goals by interviewing them to determine and assess employment history, training, education, and career goals; and informing clients of labor market and trends.

Determines and clarifies client interests, abilities, skills, and/or needs for continued counseling, education, and training within the agency and the community by planning, administering, interpreting, and applying results of career, interest, aptitude, and skill assessments.

Plans and conducts group and individual counseling sessions to promote independence, identify and reduce client employment barriers; motivate; aid in career adjustment; clarify objectives, interests, skills and abilities; and assist clients in developing and reaching career objectives. This is done by using standard counseling methods.

Refers clients to other social agencies for special assistance by using knowledge of various agencies and services available.

Provides job placement assistance to customers so that counselees find suitable employment by conducting interviews, initiating job development contacts with employers, and by providing job referral.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Federal, state and departmental laws, rules, policies and procedures sufficient to administer counseling services offered by the agency, maintain required records, and develop reports.

Occupations, local and regional labor markets and trends sufficient to provide information and advice to customers and other staff.

Public, private, and community social services and resource agencies sufficient to provide referrals to customers.

Interviewing techniques sufficient to elicit client information to be used in identifying needed assessments and developing the employability plan.

A variety of counseling methods and techniques sufficient to plan and conduct successful individual and group counseling sessions.

Ability to:

Plan, administer, interpret, and apply results of career, interest, aptitude, and skill tests in regard to career development.

Develop and maintain appropriate relationships with counselees as well as internal and external customers.

Develop and maintain working relationships with employers sufficient to facilitate development of jobs for customers.

Conduct job search workshops, and teach interviewing techniques and resume writing sufficient to prepare customers for the realities of searching and competing for jobs.

Est.: 3/59  
Rev.: 7/69, 12/94  
Ckd.: 11/91

T.C.: 7/67  
Former Title(s): Employment Counselor 1