

*Code: 1726*

*Title: REEMPLOYMENT COUNSELOR*

**SUMMARY:** Counsels and evaluates the skills and needs of referred displaced workers or youths.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Interviews and counsels displaced workers and youths referred to the RRC Youth Opportunity Program and determines short- and long-term career goals, barriers to employment and need for additional training and education;

Evaluates needs of dislocated workers or youth for additional services such as mental health, emergency housing and coordinates referrals with appropriate agencies;

Provides career and academic counseling as well as crisis intervention;

Provides individual and group counseling related to job loss and reemployment;

Conducts employability skills classes and short workshops addressing career and job search issues;

Coordinates referrals with appropriate agencies and schools;

Works with client organizations to develop and plan short- and long-term layoff activities;

Coordinates pre-layoff activities of client organizations;

Organizes and presents program orientation sessions for displaced employees of client organizations;

Develops specialized workshops to meet the needs of specific workforces;

Administers and interprets standardized tests such as career interest inventories and aptitude and personality tests;

Oversees the work of temporarily assigned personnel from outside the department.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- career and academic counseling techniques;
- qualifications generally associated with a wide variety of jobs found in the community for youth development;
- issues pertinent to the needs of dislocated workers and youth;
- programs offered by local educational and training institutions;
- resume writing, job search and interviewing techniques;
- the principles of adult learning theory and classroom teaching techniques;
- interviewing techniques;
- local, state and national labor markets;
- standardized career test administration and interpretation;
- crisis intervention techniques;
- community service programs and social service agencies and resources;
- principles of youth development;
- applicable rules, regulations, contract provisions and eligibility requirements of Work Force Investment Act and various social service support agencies.

Skill in:

- communicating effectively, both orally and in writing;
- establishing and maintaining effective working relationships with others;
- counseling clients regarding employment and academic issues;
- analyzing situations and using sound judgment to make decisions, draw conclusions and determine appropriate course of action;
- counseling clients in crisis situations;
- administering career tests and interpreting the results;
- observing and identifying psychological symptoms requiring professional mental health intervention.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in counseling and guidance, psychology or a related field as defined by the appointing authority and two years of professional level experience in career guidance or a related field as defined by the appointing authority.

(Relevant education from an accredited college or university may substitute for a portion of the aforementioned experience)

OR:

(2) Six years of professional level experience in career guidance, counseling, psychology or a related field as defined by the appointing authority.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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