

Code: 1728

Title: REEMPLOYMENT COUNSELING SUPERVISOR

SUMMARY: Supervises and participates in the skills and needs evaluation of referred displaced workers or youth.

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

Coordinates and participates in counseling, evaluating and training of displaced workers or youth;
Supervises, plans and coordinates the activities of professional and support personnel;
Establishes and maintains links with agencies providing long-term or intensive counseling and with schools and training programs;
Works with client organizations to develop layoff plans and coordinate placement activities;
Organizes and presents program orientation sessions for displaced workers or youth of client organizations;
Schedules employability, telemarketing, supervisory and decision-making classes;
Facilitates seminars to teach adult training principles and techniques;
Conducts employability skills classes and short workshops addressing career and job search issues;
Plans and develops new training programs reflective of the local job market;
Develops specialized workshops to meet the needs of specific workforces;
Administers and interprets standardized career assessment tests;
Assists in the development and review of program goals and objectives.

KNOWLEDGE & SKILLS:

Knowledge of:

- . career and academic counseling techniques;
- . qualifications generally associated with a wide variety of jobs found in the community;
- . issues pertinent to the needs of dislocated workers or youth;
- . programs offered by local educational and training institutions;
- . resume writing, job search and interviewing techniques;
- . principles of youth learning theory and classroom teaching techniques;
- . applicable rules, regulations, contract provisions and eligibility requirements of Work Force Investment Act and various social service support agencies;
- . 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 and practices of effective supervision;
- . curriculum development.

Skill in:

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

MINIMUM QUALIFICATIONS:

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 four years of professional level experience in career guidance or a related field as defined by the appointing authority, including one year of experience leading or overseeing the work of others.

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

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

12/13/92
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