

Job Description

Detailed information on the job that you specified is provided below. If the 'Interest' link is active, you may submit an interest card for this position if desired.

Job Class Title Vocational Counselor

Under general direction, the Vocational Counselor provides professional vocational counseling and career preparation assessment for clients of public assistance programs in local social services agencies.

**General
Description**

The Vocational Counselor works in a professional capacity to develop employment plans and oversee the implementation of employment and training activities. Vocational Counselor differs from Vocational Assistant in that the latter performs a variety of sub-professional work in support of program administrative functions.

SUPERVISION EXERCISED AND RECEIVED

Incumbents in the Vocational Counselor classification receive supervision from a supervisor or manager.

Two (2) years of full-time professional experience performing vocational guidance, employment counseling and placement services in a variety of occupational fields, which included the use of standardized psychological and vocational tests and the assessment and development of career and occupational plans and goals.

AND

**Minimum
Qualifications**

Completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing & measurement and counseling preparation.

OR

A bachelor's degree in behavioral science with emphasis in vocational guidance, employment counseling, career assessment or a closely related field. The college courses must have included 15 semester or 22 quarter units in counseling preparation, career planning, guidance principles & techniques, personality development, occupational and industrial information, tests & measurements or other courses related to employment counselor preparation.

**Desired
Qualifications**

Work Typical Duties:

Performed

Duties may include, but are not limited to, the following:

Conducts comprehensive assessments of the client's employment readiness.
Develops employment plans.
Determines employment and training services needed to meet the goals of the employment plan.
Negotiates purchases or rentals of standardized psychological and vocational tests.
Administers and interprets all measurement instruments utilized in the assessment of a client's educational and career needs.
Directs and coordinates the provision of employment and training services provided by other staff.
Performs other related duties as assigned.

Employment Standards

Knowledge of:

Employment preparation, training programs, and goals of public social services agencies.
Career, vocational, and employment counseling theories and techniques.
Principles and techniques in the development, administration, and interpretation of standardized psychological and vocational assessment instruments.
Community resources providing social health, nutrition, housing, employment, training, child care, transportation, and other necessary client services.
Customary practices used in employment training and job placement.
Hiring trends and practices in the private and public sector.
General theory and techniques in career planning, vocational guidance programs, and employment guidance.
Techniques for working with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, and mental and physical abilities.

Ability to:

Plan, organize, and conduct formal vocational assessment activities.
Analyze employment and training needs and develop employment plans to accommodate identified needs.
Conduct interactive interviews.
Understand and apply methods and procedures for mitigation/reduction of barriers to employment.
Understand and apply vocational guidance, work-readiness appraisal, employment plan and assessment theory and concepts.
Establish and maintain cooperative working relations with agency staff, outside organizations, and the public.

**Other
Information**

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.