

EMPLOYMENT AND TRAINING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This is a beginning level professional administrative position involving responsibility for training and fieldwork in connection with the placement and evaluation of students or clients placed in jobs. This position also makes contacts with local employers and possible work sites to set up meetings with placement personnel for future job placements. Work is performed under the direct supervision of an administrative employee with some latitude permitted for the exercise of independent judgment. Supervision over others is not normally a responsibility of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Provides orientation and information regarding duties and responsibilities for employers;
2. Assesses work performance of job seekers at work sites;
3. Provides job counseling for job seekers and/or placed students and resolves any problems that may arise;
4. Monitors the work site on a regular, and as needed basis; keeps records of all contacts with employers and employees on-the-job;
5. Prepares written progress reports and employee attendance records;
6. Refers student/client to community agencies for referral services;
7. Contacts local employers to set up meetings with placement personnel for future job placements;
8. May assist in the preparation of the Employability Profile with Adult Education instructors, counselors and staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of occupational conditions, trends and job development;
Knowledge of arithmetic used in simple statistical reports;
Ability to plan, and evaluate the work of others;
Ability to establish and maintain effective working relationships with students and/or clients, private and governmental agencies, local businesses and labor groups;
Ability to develop jobs and services;
Ability to express oneself effectively both orally and in writing;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one year of full-time paid experience in teaching, counseling or a related field;
- OR: (B) Completion of a minimum of sixty (60) credit hours at a regionally accredited or New York State registered college or university and three (3) years of full-time paid work experience described in (A) above;
- OR: (C) An equivalent combination of training and experience listed in (A) and (B) above.

HU9202

ADOPTED: 08/14/92 09/08/03