

EMPLOYMENT AND TRAINING COORDINATOR (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for performing a variety of professional tasks in an Employment and Training Agency. The work is done as a way to improve job skills of the unemployed, under-employed and economically disadvantaged agency clients, and to improve the total employment opportunities in the county. The incumbent is responsible for coordinating, monitoring, planning and analyzing the effectiveness and utilization of the Employment and Training Program and making recommendations on improvements. Except for the required ability to speak, read and write the Spanish language, as well as the English language, this class is identical to that of Employment and Training Coordinator. The work is carried out under the general supervision of a higher-level employee with leeway allowed for the exercise of independent judgment and initiative in carrying out the details of the work. Supervision may be exercised over the work of Employment and Training Assistants and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Collects, compiles, and interprets economic and demographic data and utilizes the information as a means to monitor and evaluate the agency's programs;

Collects, organizes and interprets data and information relating to Employment and Training programs and projects;

Interviews clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal and social background to aid in formulating employability of training plans, communicating in Spanish and English when necessary;

Provides one-on-one career counseling and case management services to individuals, communicating in Spanish and English when necessary;

Maintains contact with educational, governmental and community agencies on various levels to provide information and to aid in the promotion of joint efforts in the referral, counseling and job placement of clients;

Matches job-ready participants with positions available in the public and/or private sector, communicating in Spanish and English when necessary;

Distributes information to clients regarding job opportunities, training or other agency programs, including vocational training, communicating in Spanish and English when necessary;

Refers clients to appropriate skill training courses and/or apprentice programs and vocational education to improve job skills and follows up to determine the success of such programs, communicating in Spanish and English when necessary;

Remains current on changes to entry-level job skills requirements and new or changing technologies in business and industry;

Creates and maintains self-assessment tools, including individual goal-setting plans, employment readiness plans and post-employment skills, printing in Spanish and English when necessary;

Coordinates employer and agency efforts to analyze affirmative action and equal employment opportunity plans;

Assists participants in resume writing, demonstrates appropriate interview skills and follow-up interview skills with job seekers, communicating in Spanish and English when necessary;

Attends on-the-job and special training sessions to familiarize oneself with current trends in employment;

Assists in community outreach work by establishing and maintaining contact with diverse groups through attending job fairs and other events otherwise enhancing awareness and publicity of the employment services and assistance offered, communicating in Spanish and English when necessary;

Prepares a variety of records and reports;

May conduct orientation and/or informational sessions with client groups regarding career opportunities in the community, communicating in Spanish and English when necessary;

May assist in the financial and non-financial monitoring of certain programs.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of social science concepts related to poverty and unemployment; good knowledge of the occupational conditions, trends and job development opportunities in the community; working knowledge of available community agencies and resources; working knowledge of the operation of an Employment and Training Program; working knowledge of current windows-based and web-based office software applications; ability to make realistic assessments of the employment capabilities of socially disadvantaged people; ability to establish and maintain effective working relationships with clients, private and governmental agencies and labor groups; ability to read and interpret moderately complex written materials; ability to read, write, speak, communicate and understand English and Spanish; working oral and written language proficiency in the Spanish language with understandable, smooth expression at a conversational level of communication; ability to express oneself orally, as well as in writing; good judgment; good organizational skills; initiative; patience; resourcefulness; tact; courtesy; honesty.

MINIMUM QUALIFICATIONS: Either:

A. Possession of a Bachelor's Degree in Public or Business Administration, Industrial or Labor Relations, Economics, Political Science, Social Science, Human Services or a closely related field; **OR**

- B. Possession of an Associate's Degree in Public or Business Administration, Industrial or Labor Relations, Economics, Political Science, Social Science, Human Services or a closely related field and two (2) years of full-time or its' part-time equivalent, experience involving job development, personnel counseling or work placement in an Employment and Training, community action or similar agency dealing with the employment and training of unemployed, under-employed, economically disadvantaged or handicapped individuals; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time experience in the areas defined in B; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Special Requirement: Incumbents in this position must have a working oral and written language proficiency in the Spanish language with understandable, smooth expression at a conversational level of communication by the end of their probationary period.

ULSTER COUNTY
2942 E&T CRD SS
Classification: Competitive
Grade: 13
Union: CSEA

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