

ADULT EDUCATION VOCATION COACH

415-O

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for acting as a resource person and facilitator for adult education program participants seeking guidance on career skills and employability. The incumbent will work with the Center for Workforce Development Unit, the Department of Family Services as well as the Department of Labor to coordinate services to enable the participant to access supportive services necessary to become economically self-sufficient. The incumbent will also work with local employers to develop additional training necessary to assist the participant in retaining current job and/or advance to a higher level position. Incumbent may be required to work a flexible schedule to accommodate the various work site schedules. Work is performed under general supervision with leeway for independently carrying out the duties of the position.

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.*

Interviews participants to obtain pertinent information to help formulate employability and/or training program;

Coordinates supportive services through various agencies;

Provides job training to participants at work sites facilitating the integration of the participant;

Provides ongoing support and feedback to participants regarding job performance and behavior at the worksite;

Interprets work setting procedures for the participant as communicated by the on-site supervisor and co-workers;

Acts as a liaison/facilitator between participants and on-site supervisors;

Plans and implements workshops to assist program participants in preparing for and retaining employment and works with employers to address training needs to ensure success of participant;

Refers participants to other agencies as needed;

Participates in case management meetings;

Attends various community meetings and makes presentations relative to services and program requirements;

Maintains all necessary forms and records pertinent to a program participant;

Utilizes computer applications or other automated systems, such as spreadsheets, word processing applications, calendar, e-mail and database software in performing work assignments;

Participates in joint planning and staff meetings;

Provides crisis intervention and emergency supportive services as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of general rules and regulations relating to employment programs; good knowledge of interviewing and counseling practices and procedures; good knowledge of the mechanics of planning and conducting seminars and workshops; working knowledge of services available through social services agencies; sensitivity to issues confronting unemployed or underemployed people; sensitivity to issues of cultural diversity; ability to use computer applications, such as spreadsheets, word processing applications, calendar, e-mail and database software; ability to express oneself both verbally and in writing; ability to create a positive role model; ability to motivate clients in adopting positive values and behavioral patterns; ability to establish and maintain

cooperative relationships with program participants, private and governmental agencies and labor groups; and sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and one (1) year experience in client supervision, employment interviewing, employment counseling, job placement, job development or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and three (3) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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