

INTAKE AND ASSESSMENT WORKER

415-S

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for interviewing participants enrolled in the Sullivan County BOCES Adult Education Program who may be potential customers for the Center for Workforce Development Program(s). The incumbent will assist the customer in completing the required paperwork, including verification of information. Employees in this class assist program participants in formulating and modifying employability plans, which may include remedial education, work experience, specialized skill training and related supportive services. Duties will also include placement in training programs. The difference between this position and an Employment and Training Specialist or Case Manager is this position is only responsible for intake, assessment and placement in a training program. Work is performed under general supervision with leeway for independently carrying out job objectives.

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 clients to obtain and evaluate information related to prior work experience, education, specific skills, personal and social background and other information, to aid in formulating employability or training program;
- Formulates employability plans for participants of the program;
- Assists clients in obtaining supportive services as needed;
- Provides information to clients regarding job opportunities, training or apprentice programs, and vocational education opportunities;
- May administer vocational and aptitude tests;

Conducts orientation and/or informational sessions with client groups regarding career opportunities in the community;

Collects, compiles and interprets economic and demographic data to assist in the formulation of program plans;

Utilizes common computer applications, such as word processing, spreadsheets, e-mail and database software in performing work assignments;

Performs other related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of interviewing and assessment practices and procedures; good knowledge of the employment and training program objectives; Good knowledge of the cultural, environmental and personal factors influencing the lives of persons who are economically disadvantaged, low income, or unemployed; ability to collect, organize and interpret data and information relating to Employment and Training programs and projects; ability to establish and maintain effective working relationships with clients, private and governmental agencies and labor groups; ability to express oneself clearly both orally and in writing; working knowledge of the operations of basic office software applications, including word processing, spreadsheets and databases; and ability to understand oral and written directions.

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 an Associates' Degree; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in a position involving performing human services activities for a client or student population; or
- (C) An equivalent combination of training and experience as described in (A) and (B) 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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