



CLASSIFICATION NO. 282

Established: 7/93

Revised: 5/05

FLSA: Non-Exempt

EEO: 2

EMPLOYMENT AND TRAINING SPECIALIST

CLASS CHARACTERISTICS

Under direction, to provide employment development training and counseling to unemployed/underemployed members of the community; to serve as an advocate and liaison between clients, employers and service providers; to screen and refer clients to appropriate social services resources; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Community Solutions for Clackamas County (CSCC) Division within the Department of Human Services provides services to disadvantaged, unemployed and underemployed youth and adults. Programs include on-the-job training and work experience opportunities, career counseling, placement services, job search workshops, and job retention services, residential weatherization services and mediation services.

The Employment and Training Specialist provides comprehensive assessment, career planning, job search assistance, training referrals and job placement training to dislocated, unskilled or older workers, recovering substance abusers, temporary assistance recipients, disabled individuals, youths, teen parents, homemakers, veterans, and ex-offenders. Incumbents work closely with Job Development Specialists and other human services personnel in matching program participants with area employment and training opportunities.

The Employment and Training Specialist differs from the Human Services Coordinator 1 which is the primary technical resource for one or more program areas and assists management with planning, budgeting, and program and grant monitoring activities. This classification also differs from the Human Services Assistant which is assigned primarily to program support. It also differs from the Job Development Specialist which has primary responsibility for the development of labor market job and training opportunities and network development with local employers.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Interviews and evaluates applicants for employability skills and program eligibility, if needed; reviews economic status, education and work history, vocational interest, aptitudes and personal traits; administers, interprets and explains results of occupational and aptitude tests; provides information regarding program services and opportunities.
2. Refers, counsels and advises participants on support services; determines level of program assistance needed for childcare, transportation, emergency health and housing needs.

3. Develops individualized service and training plans and program activities with participant's assistance; assists clients to identify and resolve problems and barriers to employment; maintains client and statistical records and prepares reports using electronic case management system.
4. Designs and conducts employment preparation workshops and other programs for clients; teaches job search goal setting, skills identification, resume writing, interview techniques, appropriate work behavior, communication and coping skills; conducts group meetings to motivate and encourage active job seeking.
5. Reviews case status with Job Development Specialists and other human services personnel; assesses employment readiness; makes referrals to work experience and training opportunities in the labor market area; advocates for job ready clients and counsels with clients during their program participation; monitors case plans for compliance and modifies case plans as necessary.
6. Assists Job Development Specialists in marketing programs to area employers by informing area employers of client profiles and job readiness; assists Job Development Specialists to establish and maintain good relationships with partner business and agencies.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Local, state and federal laws and regulations applicable to employment and training programs and social service programs; principles and practices of vocational, career, and employment counseling, employment and training programs; vocational evaluation techniques and testing tools; job search strategies; interviewing techniques; local social service agencies and vocational education; needs and problems affecting disadvantaged groups; recordkeeping techniques that are appropriate to the funding source; principles and techniques of counseling; case management methods.

Skill to: Interview applicants and assess problems and needs; provide vocational assessment and counseling for participants of all ages and backgrounds; interpret and apply laws, regulations, policies and program standards; develop and conduct training workshops and support groups; partner with Job Development Specialists to match participant's skills, goals, and interests to employer's needs or training program; monitor and direct clients; partner with Job Development Specialists to match participant's skills, goals, and interests to employer's needs or training program prepare and maintain accurate and concise records using computer word processing, spreadsheet and database software; demonstrate proficiency in current computer technology; communicate effectively, both orally and in writing; establish and maintain positive and effective working relationships and communications with County staff, internal and external customers, community partners and funding source agencies.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.