

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: VOCATIONAL COUNSELOR

BASIC FUNCTION:

Under the direction of a Director, Educational Services, provide vocational assessment, counseling, development, education, training and referral services to identified clients; administer and score vocational assessment tests; serve as a liaison between the County Office, clients, students, employers and outside agencies regarding vocational services and opportunities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide vocational assessment, counseling, development, education, training and referral services to identified clients; monitor, evaluate and adjust activities to meet client needs; refer clients to programs, vocational training services, educational institutions, employment opportunities and various other community resources according to needs, interests and abilities.

Administer and score a variety of tests to assess vocational aptitude, basic skills and interests; utilize appropriate testing instruments; evaluate and interpret test results to clients; utilize an assigned computer system to compile test results and input and extract related data.

Provide individualized case management for clients; interview and assess students in the identification of needs, interests and abilities to determine appropriate career goals and objectives; assist students in establishing, developing, pursuing and meeting career goals.

Advise and consult clients concerning vocational skill development, occupational services and employment, educational and training opportunities; respond to inquiries and provide technical information concerning related standards, requirements, techniques, practices and procedures.

Conduct vocational counseling workshops for identified clients; prepare and deliver oral presentations concerning vocational services, career goals and related functions; compile, prepare and distribute a variety of training, informational and resource materials.

Serve as a liaison between the County Office, clients, community resources, employers, educational institutions and various outside agencies regarding vocational services and opportunities; coordinate services and activities with outside agencies; resolve issues and conflicts as needed.

Counsel and assist clients concerning the identification and resolution of issues and problems related to vocational development and career goals.

Monitor inventory levels of testing instruments and supplies; order, receive and maintain adequate inventory

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levels of instruments and supplies.

Monitor and follow up on progress of clients related to vocational development, GED tests and counseling to assure vocational needs are being met.

Assist clients with applying for educational and vocational training institutions; assist clients with obtaining financial aid as needed.

Communicate with clients, County Office personnel and various outside agencies to exchange information and resolve issues or concerns; compose, distribute and respond to a variety of correspondence; prepare and process a variety of forms and applications as required.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Prepare and maintain a variety of records, reports and files related to vocational functions, GED's, client progress, attendance and assigned activities.

Administer practice and preliminary GED tests at designated correctional facilities as directed; process GED test results.

Attend and participate in various meetings and in-services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and techniques of providing vocational and career assessment and counseling to identified clients.

Training, employment and educational opportunities and resources in the community related to vocational development.

Principles, practices and procedures of career and vocational education training programs.

Individual and group counseling techniques.

Interviewing and advisement techniques including methods for evaluating vocational skills.

Practices, procedures and techniques involved in the administration, scoring and interpretation of vocational assessment tests.

Principles and techniques of vocational guidance and casework.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of clients.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Policies and objectives of assigned programs and activities.

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Oral and written communication skills.
Record-keeping and report preparation techniques.

ABILITY TO:

Provide vocational assessment, counseling, development, education, training and referral services to identified clients.

Administer and score a variety of tests to assess vocational aptitude, basic skills and interests.

Interview and assess students in the identification of needs, interests and abilities to determine appropriate career goals and objectives.

Assist students in establishing, developing, pursuing and meeting career goals.

Refer students to programs, vocational training services, educational institutions, employment opportunities and various other community resources according to needs, interests and abilities.

Serve as a liaison between the County Office, clients, community resources, employers, educational institutions and various outside agencies regarding vocational services and opportunities.

Conduct vocational counseling workshops for identified clients.

Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.

Monitor, assess and follow up on client needs and progress.

Operate standard office equipment including a computer and assigned software.

Meet schedules and time lines.

Work independently with little direction.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, psychology, sociology or related field and one year experience working with vocational counseling, social service or related programs and services.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

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