

EMPLOYMENT ASSISTANT I

DISTINGUISHING FEATURES OF THE CLASS: This is interviewing and technical work involving a responsibility for locating job openings, assisting in securing positions and evaluating employment potential for the target groups of those agencies in which these positions exist (e.g. Social Services, towns, school districts, etc.). That is, in Social Services, potential employees would consist of welfare applicants and clients; in towns, youth program participants and in school districts, qualifying students. The work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

General

Interviews applicants, clients, youth or students to determine appropriate job referrals and placements and eligibility, if necessary;
Assesses employment potential of applicants, clients, youth or students;
Arranges for on-the-job training and provides other job placement assistance;
Establishes contact with public and private employers for job openings;
May maintain a variety of records, including applicant, client, youth or student data files and prepare reports, as necessary;
May advise and maintain contact with students who have been placed in a work environment.

When Assigned to Social Services

Conducts interviews with applicants and gathers necessary information (e.g. medical and /or psychological reports) in order to determine appropriate employment-related services, and makes referrals, as needed;
Develops an employment plan with each client including specific goals and appropriate work assignments;
Refers clients to appropriate Federal, State and local agencies for assistance (e.g. New York State Dept. of Labor, VESID, BOCES, etc.), when appropriate;
Maintains contact with other agency staff in order to exchange information regarding job placements, employability, etc.;
Authorizes subsidy payments such as child care, transportation, etc., as needed, to facilitate participation in work activities;
Compiles and updates data including, but not limited to, clients' attendance in work activities, job skills training and/or treatment programs;
Screens clients in order to assess barriers to employment such as alcohol or substance abuse, learning disabilities, medical disorders, etc., and makes referrals for further evaluation, when appropriate;
Refers cases for court action, and may provide testimony, if necessary;
May transport clients for work-related activities as necessary;
May conduct field work including visits to client's homes, work sites, training facilities, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of general rules and regulations with reference to employment as well as rules and regulations of the agency in which employed; working knowledge of computer software (e.g. Microsoft Word, Excel,)*; ability to conduct interviews using established interviewing techniques; ability to communicate effectively both orally and in writing; ability to understand and interpret written materials; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS:

1. An Associate's degree or equivalent college credits beyond high school (minimum of sixty (60) credits) and either one (1) year of employment interviewing or placement experience or two (2) years of work experience in a client service program which involved direct public contact, or
2. Graduation from high school or possession of an equivalency diploma and either two (2) years of employment interviewing or placement experience or four (4) years of work experience in a client service program which involved direct public contact.

NOTE: A Bachelor's degree shall be deemed fully qualifying.

SPECIAL REQUIREMENT (for Social Services employees): Possession of a valid New York State motor vehicle license.

*To be demonstrated during the probationary period.

R.C.D.P. (07.28.2015) 01.09.2019
Competitive
Relief: Non-competitive