## ORANGE COUNTY CLASS SPECIFICATION

TITLE:	JUNIOR COUNSELOR (SEASONAL)									GRADE :		99		
TITLE A	BBREVIA	TION:	JUNIOR	COUNS	SELOR	(SL)		TIT	LE	NO.:	6425	)		
JURIS.C	CL: NC	SALARY	CODE:	14	UNIT:		EEO	CODE:_	AS	FLSA	CODE	: <u>NE</u>		
DEPARTM	1ENT :	ENT: EMPLOYMENT AND TRAINING							DIVISION:					
SUPERVI	SOR'S T	TTT.E :	EMPLOYM	FINT Z	AND TR	ΑΤΝΤΝΟ	7 D T R	RECTOR						

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for program oversight of approved work sites of the Summer Youth Employment and Training Program. Incumbents are involved in the entire program, from recruiting participants, previewing work sites, tracking participates during program, submitting weekly reports of their program oversight activities and compiling a final evaluation of each work site. Work is performed under the general supervision of the Director or his/her designee. Does related work as required.

#### TYPICAL WORK ACTIVITIES:

- 1. Visits work site prior to the beginning of the program to determine directions, work schedules and type of work to be assigned;
- Visits works sites to talk with youth about their employment and make observations of youth and employers;
- When assigned to STEP Site, takes attendance and calls participants if they are absent;
- 4. Assesses work sites to determine if a positive work experience was provided for the participants;
- 5. Completes various reports including Pre-Program Site Visit Check List, Work Sites Reports, STEP Classroom Reports and End of Program Report;
- 6. Settles disputes between job supervisor and participants;
- 7. Collects time sheets and distributes paychecks.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

**CHARACTERISTICS:** Working knowledge of the geographic area of Orange County; working knowledge of job training rules and regulations; ability to mediate disputes between employers and participants; ability to communicate both orally and in writing; initiative; physical condition commensurate with the demands of the position.

#### MINIMUM QUALIFICATIONS: Either:

- (A) Completion of a minimum of thirty (30) credit hours; OR
- (B) Possession of a high school diploma or high school equivalency diploma and six (6) months experience working with youth in an educational, recreational or social service program.

# **SPECIAL REQUIREMENTS:** Must possess the ability to fulfill the travel requirements of field assignments.

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 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 <u>http://www.cs.ny.gov/jobseeker/degrees.cfm</u>. You must pay the required evaluation fee.

REVISED: 03/30/23 dc