

JOB COACH

TOMPKINS COUNTY

Department: BOCES

Classification: Competitive

Labor Grade: _____

Approved: _____

By: AF, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this position is responsible for providing specialized on-site and off-site assistance to high school students in the development of job search skills, securing a job, and keeping a job for a sustained period of time. The work includes identifying local labor market trends, matching student skills with employer needs, and facilitating job placements. Transporting students to and from various locations within the community may be necessary and therefore it will be necessary for this individual to secure and maintain a Commercial Driver's License. The work is performed under the direct supervision of the Director and Supervisor of Vocational Education.

TYPICAL WORK ACTIVITIES:

Plans and maintains programs that will assist student participants with job interview training, actual job interviews, resume development, completion of applications, job acquisition, and post-employment follow-up;

Interviews student participants and identifies client aptitudes and potential in the job market;

Networks and works closely with vocational staff including the Student Services and Career Service staff;

Assists in the implementation of vocational assessment;

Coordinates the evaluation of student/client performance;

Coordinates with other organizations, training programs and agencies;

Maintains up-to-date records of employment opportunities;

Maintains up-to-date records of client availability;

Refers clients to appropriate local resources and disseminates information to clients regarding job opportunities, training, or other related opportunities;

Develops and maintains a comprehensive and individual data bank of current clients and of those receiving past Services;

Transports clients to various sites within the community when necessary;

CONTINUED ON THE NEXT PAGE

JOB COACH (CONTINUED)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of area employers, service organizations and their needs;

Working knowledge of federal, state, and local employment and training regulations;

Working knowledge of basic word processing and computer operation;

Excellent organizational and communication skills;

Skilled at job training;

Ability to act independently;

Ability to prioritize tasks and effectively follow-through;

Flexible;

Persistent and patient;

Likes Challenges;

Willingness to work irregular hours;

Tact, diplomacy, and good judgment are required;

The employee's physical condition shall be commensurate with the demands of the position;

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in social science, human services or resources, or similar program and two years of full time paid experience as a counselor, caseworker, employment interviewer or similar title in a community action or similar agency dealing with employment or training

SPECIAL REQUIREMENTS:

Must possess a valid New York State Motor Vehicle driver's license at the time of appointment and must work rapidly to secure and a class C – Commercial Driver's License and maintain such license for the duration of employment.

J8.doc

Re-activated for BOCES 03/2008