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, 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 materiF3p/iSnd scoreSrneSrneSisr -0.03770057 Tw , rezAl8 r17 Tw , >

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: bachor'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.

January 18, 2006
San Mateo County Office of Education