

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
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VACANCY ANNOUNCEMENT

WORKFORCE DEVELOPMENT COUNSELOR

(COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)

Madison County seeks a full-time Workforce Development Counselor. This position provides professional vocational guidance and related services to a diverse range of individuals participating in various aspects of the local Workforce Development Program. This is an entry-level position in the field of vocational guidance in the local Workforce Development Office. The duties involve the responsibilities of assisting Workforce Development participants to include public assistance recipients, ex-offenders, school dropouts, unemployment insurance recipients, individuals with disabilities, and the general public in formulating and modifying employability plans which may involve remedial education, work experience, specialized skill training, and related supportive services. The Workforce Development Counselor is called upon to exercise sound professional judgement in formulating and carrying out plans to meet individual vocational problems faced by participants. Workforce Development Counselors are expected to have a good understanding of all services and programs provided in the Career Center and be able to explain the services and programs to job seekers, employers, and outside agencies either by phone or in person. Work is performed under the general supervision of either a higher-level Counselor or other higher-level administrative staff employee of the agency who, as necessary, offers guidance and instruction on individual problem cases. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, or higher, in the social sciences, human services, human resource management, criminal justice or closely related field.

*****THIS IS A TESTED CIVIL SERVICE POSITION*****

2022 Hire Rate: \$24.79/hour (37.5 hours/week).

Application Deadline: 9/13/22

EOE