

EMPLOYMENT COUNSELOR**NATURE OF WORK IN THIS CLASS**

This is complex professional work involving counseling of individuals presenting job placement problems.

Employees in this class perform interviews and counseling work within the Guam Employment Services in analyzing and evaluating placement difficulties of job applicants. Employees work with considerable latitude in the exercise of independent judgement and actions.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Counsels job applicants having job choice or adjustment problems to identify the factors which influence these problems; assists applicants in analyzing and evaluating their employment assets; provides information to the applicant on the job requirements, occupational opportunities, training, and rehabilitation facilities.

Interprets physical capacity appraisals in terms of job possibilities to help handicapped applicants in evaluating assets and formulating occupational goals.

Interprets tests which measure performance, aptitudes, interests, and other pertinent factors in order to assist individuals to select occupational goals.

Assists applicants to formulate vocational goals and plans directed toward job placement and satisfaction.

Develops and maintains cooperative relationships with various community training, educational, rehabilitation, and social agencies to gain the agency's support in assisting applicants with vocational problems.

Participates in cooperative employment service high school programs, employ-the handicapped programs, older worker programs, and other programs to aid job applicants.

Maintains records on each counselee and follows up on cases to determine whether satisfactory progress is being made towards vocational adjustment.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the theories, practices and methods of employment counseling and vocational guidance.

Knowledge of the various kinds of occupations and their requirements.

Knowledge of employment trends and occupational problems affecting the local labor market.

Knowledge of departmental policies and procedures, programs and objectives.

Ability to apply theories, practices and methods of counseling to actual work situations.

Ability to administer and interpret aptitude and proficiency tests.

Ability to interview and evaluate qualifications of applicants and counsel employment participants.

Ability to inspire confidence and motivate individuals to carry out vocational plans.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- a) Two (2) years of progressively responsible experience in educational, vocational or rehabilitation counseling, employee development and training, personnel recruitment and testing or occupational analysis, including one (1) year of specialized experience in employment counseling and graduation from a recognized college or university with a Bachelor's degree in vocational education, social or behavioral sciences, public or business administration or related field; or

- b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

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PAY RANGE: 46



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Civil Service Commission