



Job Description

JOB TITLE: Career Connections Counselor

LAST REVISED: AUGUST 2001

DEFINITION

Under administrative direction of an educational administrator, to develop, implement, and coordinate the District's Career Connections Center program and services, and do related work, as required.

JOB CHARACTERISTICS

Incumbent may supervise and evaluate work performed by Career Connections program classified staff members, and student and/or other temporary help, as assigned.

EXAMPLES OF FUNCTIONS AND TASKS

Program Coordination - ESSENTIAL: Develop, implement, and evaluate the District's Career Connections Program to provide work-based learning and job placement opportunities to currently enrolled students; ensure program and services comply with applicable laws, regulations, policies, and procedures; develop and implement administrative policies and procedures, as needed; prepare and submit reports regarding program(s) operations and activities; serve as liaison with other District organizational units; supervise, orient, and evaluate classified staff, students and/or other temporary help; increase awareness of the program's services through the development of brochures, presentations, and other marketing and publicity techniques; track and monitor student participation. **PHERIFERAL:** Participate in professional organizations, as appropriate.

Career/Employment Counseling Services – ESSENTIAL: Refer currently enrolled students to work-based learning opportunities such as: internships, job shadowing, mentoring programs, off-campus Federal Work-Study and CalWORKs work-study positions, and other off-campus employment positions; identify barriers to successful employment and develop employability plan to overcome barriers; develop and provide specialized training in employment readiness and workplace practices; monitor student progress; identify and resolve work-site performance issues both student and employer-based; provide students with job-search and retention strategies in individual and group/lecture settings; administer and interpret various career assessment tools; maintain and provide current labor market information; use a variety of occupational resources and systems to serve student needs; confer with faculty regarding educational offerings/programs.

Program Liaison/Outreach – ESSENTIAL: Coordinate with Department of Social Services, local One-Stop Career Centers, Placer County Office of Education, Employment Development Department, and other community-based organizations that serve training, job development and placement needs; coordinate and maintain a variety of work-based learning and job placement opportunities with area companies, agencies, and businesses to meet the needs and interests of students; establish and authorize contracts for off-campus positions that meet program-specific criteria such as: Federal Work-Study, CalWORKs work study, and Job Location & Development opportunities; provide input to District faculty in the areas of curriculum development and redesign; function as liaison between the District and its community-based partners regarding its programs and services; attend related community meetings, events, conferences and professional workshops as assigned and authorized.

Personal Counseling – ESSENTIAL: Provide personal counseling to students as appropriate regarding assistance with interpersonal relationship issues, communication skills, clarification of values and goals, and job-related issues and problems; provide assistance to students with psychological and/or behavioral difficulties, development of decision-making skills, chemical dependency problems, gender/sexuality issues, health problems and other issues and concerns; provide referrals to students to external community mental health and/or professional counseling or other assistance agencies; provide crisis intervention or emergency counseling for students experiencing serious problems as necessary.



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Instruction – ESSENTIAL: Develop and provide curriculum for job search, employment readiness, workplace practices, retention techniques, career development techniques, and other related topics; review current texts, present lectures and lessons, maintain records of student grades and attendance; identify and conduct workshops in subject areas designed to prepare students for employment and/or improve work performance.

Academic Advising – ESSENTIAL: Assist students with course selection; provide information regarding District degree/certification requirements; develop and update Student Educational Plans (SEP's); evaluate student progress toward established goals; refer students to other support services as appropriate.

MINIMUM QUALIFICATIONS

Licenses/Certifications:

ESSENTIAL: Incumbent must possess a valid Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, education counseling, social work, or career development, OR the equivalent, OR a license as a Marriage, Family, and Child Counselor as specified pursuant to those California Government Code sections referred to as the California Education Code, Title 5, Section 53410.1 OR a valid California Community College Counselor Credential.

Knowledge of:

ESSENTIAL: Familiarity with federal, state and county programs and other community resources and services; the workforce needs of local industry, government, and businesses; principles of supervision; basic research and report writing; current trends, issues and changes in job/career development and placement field; collaborative problem resolution procedures; microcomputer operation, including general software packages/applications.

Ability to:

ESSENTIAL: Teach employability and job retention skills; operate microcomputers including general software packages/applications for word processing, spreadsheets, and sending and receiving electronic mail; plan, organize and implement programs; work with and assist students having a broad range of skills, motivation and academic and vocational goals; interact effectively with community and governmental agencies to implement and coordinate programs; direct the work of others and reconcile divergent views; work independently and collaboratively with staff; develop curriculum; instruct assigned classes; to respond to situations requiring tact, discretion, sensitivity, and confidentiality.

Physical Suitability:

ESSENTIAL: Function effectively indoors in a classroom or office environment engaged in work of primarily a moderately active nature; use vision (near and far) to write, read written materials, computer screens, and to observe student demeanor during counseling sessions and observe students in the classroom; sit to accomplish desk work and to counsel students; use hearing for ordinary and telephonic conversation and to hear sound prompts from equipment; walk to move about classroom, office and campus; operate District vehicle to travel within the District.

Faculty Salary Schedule, subject to placement at date of hire.

FLSA exempt.

SCFA bargaining unit status.

Classification III, Bloodborne Pathogens Exposure Control Program.