

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL

WORKFORCE INVESTMENT ACT WORKFORCE INVESTMENT ACT PROGRAM COUNSELOR

SALARY: \$44,911

This is the beginning position at the professional level in the vocational guidance field in a local WIA agency. The duties involve responsibility to assist WIA participants in formulating and modifying and employability plan which may involve remedial education, work experience, specialized skill training, job placement and related screening and supportive services. A WIA Program Counselor is called upon to exercise sound professional judgment in formulating and carrying out plans to meet individual problems under general supervision of either a higher level WIA Program Counselor or other staff employee of the agency who, as necessary, offers guidance and instructions on individual problem cases and reviews their progress. Supervision may be exercised over the work of clerical assistants.

QUALIFICATIONS:

Either:

- A. Graduation from a regionally accredited or NYS registered college or University with a Bachelor's Degree in social science, human services or resources or related field and two (2) years of full-time paid experience in job or WIA development and analysis, personnel counseling or placement, public administration, economics, or labor or industrial relations or related field; Or
- B. Completion of a minimum of 60 credit hours in a regionally accredited or NYS registered college or university and four (4) years of full-time paid experience as a counselor, caseworker, employment interviewer or similar title in a community action or similar agency dealing with the employment or training of economically disadvantaged, minority or low income persons; Or
- C. Any equivalent combination of training and experience.

SUBMIT RESUME TO:

**John J. Kalinkewicz
Director of Personnel
Saratoga County
40 McMaster Street
Ballston Spa, New York 12020**

Applications accepted until position is filled.

This is a provisional appointment pending a civil service examination.

“An Equal Opportunity Employer with an Affirmative Action Program”