



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

Scot Chamberlain, Director
40 McMaster Street, Ballston Spa NY 12020
www.saratogacountyny.gov
(518) 885-2225

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY

“PROGRAM COUNSELOR AIDE” Saratoga County Employment & Training

SALARY: \$43,496 *Plus excellent benefits, compensation plan and NYS Retirement System Enrollment*

This is a para-professional position involving the counseling of and establishing of meaningful relationships with participants employed in a Workforce Innovation Opportunity Act (WIOA) program. The work is performed under the general supervision of a professional counselor with wide leeway provided for the use of independent judgment. Supervision of others is not ordinarily a responsibility of the position. Performs related duties as necessary.

Typical Work Activities for this opportunity are... (*Illustrative Only)

- Counsels participants with regard to vocational, person, social and educational problems;
- Assists professional counselors in initiating and developing program designed to serve needs of participants in a WIOA program.
- Confers with clients regarding program progress and problems and discusses potential solutions;
- Provides information to Workforce investment Act Program participants regarding job opportunities, educational goals, and vocational training;
- Participates in staff meetings and conferences to determine goals and progress;
- Maintains necessary records and prepares reports.
- Does related work as required.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Minimum Qualifications:

- A) Possession of an Associate’s Degree in social science, human services, human resources or a related field; **OR**
B) Graduation from High School or possession of an equivalency certificate (GED) and two (2) years of experience within a community-based organization providing employment counseling and placement to disadvantaged, socially and economically challenged population.

Qualified candidates may submit their application and resume, by mail or in person as follows:

ATTN: Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted until the position has been filled

Applications are required for consideration and are available in the Human Resources Office or on our website, www.saratogacountyny.gov Resume **MAY NOT** be substituted for Application. No Fax Submissions.

*****This position will be filled on a provisional basis pending the results of a Civil Service examination to be scheduled at a later date *****

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquires to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.