

FARMWORKER COUNSELOR

NATURE OF WORK

This is client services and counseling work in farmworker educational training program.

An employee in a position allocated to this class is responsible for recruitment, assessment, intake, counseling and job development of eligible farmworkers. Duties include eligibility determination, development of unsubsidized employment for participants and teaching employability skills to participants. Work is performed under the general supervision of a Farmworker Program Coordinator and is reviewed through conferences and results achieved.

EXAMPLES OF WORK

Determines participant eligibility by reconstructing the applicants work history.

Determines participants job goals; advises on the availability of training; establishes length of training and determines supportive services needed.

Enrolls participants in appropriate training by completing forms and discussions with instructors.

Counsels participants on educational, financial or personal problems; refers participants to supportive social service agencies; evaluates student's employability skills such as interviewing techniques, completing application forms, writing resumes, etc.

Contacts public and private sector employers to develop on-the-job training positions and unsubsidized employment for participants.

Maintains time and attendance records of participants; keeps records and prepares reports of activities and counseling sessions.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of program policies, procedures and regulations.

Knowledge of counseling techniques.

Knowledge of community resources available to assist with program objectives.

Knowledge of basic computer skills.

Ability to read and interpret complex federal and state guidelines and regulations.

Ability to communicate effectively, both orally and in writing.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college; experience in employment counseling; or any equivalent combination of related training and experience.