



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Workforce Development

- Job Title:** WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) PROGRAM COUNSELOR
(HELP's Program)
- Salary Range:** \$58,535-\$67,977* (*Based on years of service employed with Saratoga County)
- Work Location:** 152 West High Street, Ballston Spa, NY 12020
- Classification:** Non-Competitive (Exam requirements temporarily waived)

Job Description

This is an entry level counseling position in the field of vocational guidance in the local Employment and Training Agency. The duties involve responsibility to assist Workforce Innovative and Opportunity Act 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. Incumbent 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 Counselor or other designated staff member 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 staff. Does related work as required.

Minimum Qualifications (at least)

- A. Possession of a Bachelor's Degree in social science, human services, human resources, or related field structured to prepare individuals in the field of counseling, and one (1) year of experience providing counseling, and program development to social and economically challenged populations in areas of employment development and placement; **OR**
- B. Possession of an Associate's Degree in social science, human services, human resources, or related field structured to prepare individuals in the field of counseling, and three (3) years of experience providing counseling, and program development to social and economically challenged populations in the areas of employment development and placement; **OR**
- C. Graduation from high school or possession of an equivalency certificate (GED) and an equivalent combination of training and experience as defined in A and B above, *to be evaluated on a case by case basis.*

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Interviews clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal and social background to aid in formulating employability or training plans, which may involve remedial education, orientation to working situations, skills training and related support services leading to a goal of unsubsidized job placement;
- Aids clients in obtaining specific support services through appropriate agency, as necessary, such as transportation, child care, legal aid, public assistance, etc., by contracting the proper agency;
- Makes home or work site field visits to discuss problems and progress with clients, training agencies and employers;
- Maintains continuous contact with clients throughout participation in the assigned component such as on-the-job or skills training, remedial education, etc., and provides periodic guidance in meeting established plan goals, progress challenges and potential solutions;
- Provides information to clients regarding job opportunities, training or apprentice programs and vocational education to best prepare the client for unsubsidized employment;



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- May initiate and recommend changes in client employability or training plan as needed;
- Maintains and updates clients program records including intake information, employability plan, case notes, progress reports and evaluations;
- May conduct orientation and informational sessions with client groups regarding career opportunities in the community;
- Participates in staff meetings and conferences to define clients' goals, problems and progress;
- Visits community groups, schools, churches, etc., to promote the use of and participation in Workforce investment Act Administration services;
- Prepares and maintains a variety of records and reports related to agency activities and individual assignments.
- Performs other associated duties as necessary.

**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 above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

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

***** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through December of 2025 *****

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 your inquiries 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.