

## **JOB TRAINING SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for the job training component for the Department of Youth and Family Services. The incumbent will be central to the networking, integration and coordination of all youth job-readiness training. This position is under the direction of the Youth Coordinator. Supervision over others is not typical of this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Works with youth clients to develop employability skills including preparing resumes, completing applications and practicing interview techniques;
- Conducts needs assessment and schedules monthly training classes;
- Schedules youth clients for training classes to benefit their positive youth development;
- Conducts and generates evaluations of training classes;
- Creates new classes and corresponding training materials;
- Operates, monitors and evaluates program activities designed to create job opportunities;
- Operates, monitors and evaluates training, education and other services required to enable an individual to secure and retain acceptable employment;
- Plans, organizes and directs the activities of youth clients involved in employment and training activities;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of both the human services profession and the developmental needs of youth;
- Good knowledge of personal computers and office equipment;
- Skills in collecting, organizing, analyzing and interpreting data and information;
- Ability to establish and maintain a working relationship with co-workers, clients, agencies and the community at large;
- Ability to express oneself effectively both orally and in writing;
- Ability to understand oral and written directions;
- Ability to maintain orderly case files and to prepare summary reports;
- Physical condition commensurate with the demands of the position.

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**MINIMUM QUALIFICATIONS:**

- a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Education, Human Services, Sociology or related field and two (2) years of paid fulltime experience as a job training specialist, job placement specialist or a related field; **OR**
- b) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Human Services, Humanities & Social Sciences or related field and four (4) years of paid fulltime experience as a job training specialist, job placement specialist or a related field; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.