

**RESIDENT EMPLOYMENT COUNSELOR**  
(Albany Housing Authority)

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision the incumbent provides comprehensive employment and career counseling services to Albany Housing Authority (AHA) residents in need of assistance so that they can realize their occupational potential. This position involves the counselor's use of a job data bank in order to match resident applicants to position openings and training programs listed by the AHA contractors and private businesses. The data bank documents the residents' qualifications, employment history, career goals, skill training levels and assists with resume preparation. Job vacancies provided by the contractor are reviewed by the employment counselor and referrals are implemented. The employment counselor is required to establish networks and linkage with contractors on behalf of AHA residents.

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

- Interviews and counsels residents for employment interviews;
- Assists in resume writing and other aspects germane in seeking employment;
- Obtains information for resident profiles relating to educational background, prior work experience, skill-training programs and other related factors;
- Provides information on appropriate educational or occupational training programs and may refer applicants to selected training at specific training sites;
- Develops job leads with AHA contractors for resident referrals;
- Conducts interviews with AHA contractors to clarify the goals of the job bank and the required participation of all AHA contractors in the program's objectives. Presentations provide contractors with information and an introduction of how the counselor matches AHA resident skills and work knowledge to the job listing submitted by the contractor;
- Networks with private sector employers to provide resources from private market sponsors who may provide on-the-job-training or gainful employment opportunities to AHA residents;
- Conducts on-site visits at potential job sites to establish and solicit job orders to be incorporated in the job bank listing;
- Assists the AHA personnel function in canvassing residents for AHA job opportunities and recruitment efforts via the local service system;
- Maintains up-to-date records within the computerized job bank program;
- May conduct presentations at community agencies for public awareness of the existence of the job bank and the availability of qualified referrals;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Good knowledge of the general practices governing personnel administration;
- Good knowledge of personal computers and office equipment;
- Ability to communicate orally and in written form;
- Ability to plan and organize task assignments independent of direct supervision;
- Ability to conduct public seminars presenting program goals and objectives to a diverse media;
- Ability to understand and communicate the requirements of Section 3 of the Housing and Community Act as mandated by the funding source;
- Ability to exercise good judgment;
- Respect the confidentiality of records;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of fulltime paid experience in at least one of the following areas: human services, personnel administration, employment counseling, training and skill development; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and three (3) years of paid fulltime paid experience in at least one of the following areas: human services, personnel administration, employment counseling, training and skill development; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid fulltime experience in at least one of the following areas: human services, personnel administration, employment counseling, training and skill development; **OR**
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL NOTE:**

A valid New York State driver's license is required at the time of appointment and for the duration of employment.

**TERMS OF POSITION:**

The position is funded under Section 3 program funds and will end approximately one year after date of hire.

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