

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
EMPLOYMENT COUNSELOR

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**DEFINITION**

Under immediate to general supervision, counsels individuals with problems affecting their employability; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Counsels referred individuals to determine and aid in the resolution of their problems relative to employment.

Plans and conducts group counseling sessions for applicants with vocational problems.

Evaluates and interprets applicant vocational potential through aptitude and/or psychological tests that measure performance, aptitudes, and interest; analyzes biographical information to help individual to relate such information to possible occupational goals.

Develops and utilizes career, educational, occupational, social, economic, and labor market information to assist counselee in making decisions and formulating and implementing career plans.

Counsels and assists applicants in forming realistic vocational goals; formulates plans directed at maximizing the applicants employment potential; performs follow-up activities as required.

Refers applicants to appropriate private or public agencies for aid, assistance, or training in accordance with individual occupational problems.

Records information required to maintain case records and write follow-up reports to document applicant progress toward vocational adjustment.

Attends staff and professional conference and meetings.

Refers clients to other individuals or organizations in order to assists in the resolution of employment, educational, psychological, health care or related problems.

**COMPETENCIES REQUIRED**

Knowledge of counseling techniques and procedures.

Knowledge of interviewing techniques and procedures.

Knowledge of general sociological and psychological factors governing human behavior.

Ability to identify and evaluate conditions contributing to applicant unemployability.

Ability to effectively utilize aptitude and/or psychological test results as an aid to applicant appraisal.

Ability to quickly assimilate basic applicant placement and job development techniques.

Ability to maintain records and prepare reports as required.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

The equivalent of five years of full time experience in vocational counseling or placement work;

OR

graduation from an accredited four-year college or university and the equivalent of one year of full time vocational counseling or placement work;

OR

graduation from an accredited four year college or university including or supplemented by fifteen semester hours of its academic equivalent of college course work directly related to vocational guidance or counselor preparation (i.e., Abnormal Psychology, Social Interaction, Social Work Practices, Brain Function and Learning, Educational Statistics, Child Development, Principles of guidance, etc.).

Effective Date: 7/93 SC