

**Benchmark Title**      **VOCATIONAL COUNSELLOR – 11**

**Grid Level**              11 – JJEP Wage Grid

**Job Summary**            Develops, implements, monitors and evaluates training plans in a variety of work settings designed to meet clients' vocational, social and daily living goals.

- Key Duties and Responsibilities**
1. Identifies clients' interests, skills and abilities by conducting interviews and consulting caregivers.
  2. Develops, with the participation of clients, training plans, including pre-employment skill development, designed to meet the individual's goals in the areas of daily living and social skills and job readiness. Implements, monitors, evaluates and modifies training plans.
  3. Trains, supports and monitors clients in a variety of work settings in areas such as work skills, proper hygiene, product quality, quantity and service expectations.
  4. Provides reports on clients' skill level and progress to the supervisor and other caregivers and makes recommendations on modifications to the goals.
  5. Locates employers in local businesses, industries and community agencies that match the interests, skills and abilities of clients. Encourages employers to participate in placements.
  6. Encourages client participation in community activities and encourages relationships and friendships in the community.
  7. Follows up job placements by assisting employers to work with clients through problem solving and troubleshooting.
  8. Liaises with community service providers in order to promote the program.
  9. Performs other related duties as required.

**Qualifications**        *Education and Knowledge*  
Diploma in a related human / social service field.

*Training and Experience*

One (1) year recent related experience.

Or an equivalent combination of education, training and experience.

## COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

**BENCHMARK TITLE: Vocational Counsellor**

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires a diploma in a related human / social service field	4	75
2	Training and Experience – Requires 1 year recent related experience	3	75
3	Physical Demands – Often kneels, bends, crouches or reaches while working with clients in work settings	4	28
4	Concentration – Often requires a high level of concentration to assess clients' interests and skills to provide valid information to clients; tasks involve different but related processes and methods	5	42
5	Independence – Guided by general procedures or instructions, selects from alternative courses of action to develop training plans to assist clients to meet vocational, social and daily living goals	4	57
6	Judgement – Assesses client's interest, skills and abilities and chooses an approach using accepted vocational training techniques to develop, implement and evaluate training plans to meet client's goals	4	57
7	Leadership/Supervision – Trains and coordinates work assignments for client workers	2	40
8	Accountability – Impact goes beyond the agency to employers' work sites where client actions may have an influence on their operations	5	71
9	Communication – Using persuasion and influencing techniques secures the cooperation of employers who may not be cooperative to participate in client placement	5	71
10	Care of Individuals – Develops training plans to meet clients' goals with respect to daily living, social skills and job readiness; train, support and monitor clients in work skills, proper hygiene, etc.	4	40
11	Environment/Working Conditions – Sometimes exposed to moderately undesirable working conditions in the form of unpleasant dealings with upset or angry people	4	33
Total Points			589
Grid Level			11