

**ATHENS COUNTY**  
**DEPARTMENT OF JOB & FAMILY SERVICES**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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**Employee Name:**  
**Class Number:** 64222  
**Position Control Number:** 27774.1

**Position Title:** Employment Services Counselor  
**Class Title:** Employment Services Counselor

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**Department/Office:** OhioMeansJobs/Workforce  
**Advancement**  
**Title of Immediate Supervisor:**  
**Workforce Advancement Manager**  
**Normal Hours:** Business Hours  
**EEO Status:** 05

**Employment Status:** Full-Time  
**FLSA Status/Pay:** Non-Exempt  
**Pay Range:** 28  
**Civil Service Status:** BU  
**Division:** Athens County

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**POSITION OVERVIEW:** The primary purpose of the Employment Services Counselor is to assist the universal customer in finding employment, counsel customers to overcome barriers to employment, guide job seekers to the appropriate training programs or refer to educational and/or job training related programs. The ESC works within all aspects of workforce advancement including employer relations and program-specific requirements.

- *\*This position requires dedication, adaptability, maintaining the highest customer service standards, and a commitment to a diverse and inclusive workplace.*

**JOB DESCRIPTION:**

Job duties in order of importance

**ESSENTIAL DUTIES OF THE JOB**

The Employment Services Counselor will assist people in finding employment; assess employment skills, educational levels, and background experiences to match information to related jobs and job training programs; assess employment needs and assist customers in removing and overcoming barriers to employment; assist with applications for supportive services and referrals to local, state, and national assistance programs. Assists individuals in registering for appropriate employment/training programs and/or refers individuals to educational and/or job training related programs offered through ACDJFS. Coordinates and delivers job seeker and employer-related programs offered through the Department of Labor, the area's Workforce Development Board, divisions of ODJFS including but not limited to, the Office of Workforce Development, and other organizations designed to assist our customers seeking successful employment and self-sustainability.

**85%**

Develops and maintains local, state, and national employer relationships; gathers and considers labor market information; prepares reports; maintains customer and job placement files. Develops and promotes job opportunities for customers; solicits job orders; assists in planning and executing employer relations programs as assigned. Follows up on referrals to employers and monitors job placement success. Plays a lead role in coordination of employment events. Recruits job candidates; provides employment-related services such as resumé writing, mock interviews, workshops, and OhioMeansJobs.com navigation assistance, etc. Assists customers in the Resource Room.

**10%**

Answers other customer inquiries and helps or refers individuals to the appropriate organization. Attends required meetings and training.

**OTHER DUTIES AND RESPONSIBILITIES**

5% Other duties as assigned. May be required to perform duties under supervision of the Athens County Red Cross during an emergency in accordance with the Athens County Department of Job and Family Services Disaster Preparedness Plan and the Athens County Emergency Operations Plan.

**WORKER CHARACTERISTICS AND MINIMUM QUALIFICATIONS**

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates may be developed after employment)

Knowledge of: 1) Program/agency computer systems\*; (2) Federal, State and Local policies and procedures governing Workforce Development programs\*; (3) Federal, State (Ohio Revised Code and Ohio Administrative Code; ODJFS e-manuals and transmittal letters) and County laws, policies and procedures\*; (4) interviewing; (5) State and CDJFS operations, 32p, 32r, 34c, 34d, 34i; (6) labor market data and employment trends, 33e, 32l, 32j, 32q

Skill in: (7) Microsoft Office, office practices; (8) Operate office equipment; (9) Organizational skills

Ability to: 10) Define problems, collect data, establish facts and draw valid conclusions; (11) perform basic and intermediate mathematical operations; (12) understand manuals and verbal instructions, technical in nature; (13) gather, collate & classify information about data people or things; (14) write reports and technical summaries; (15) analyze information and detect errors in the work of others; (16) develop new procedures or policies

**MINIMUM QUALIFICATIONS:**

- Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus:
- One course in employment counseling (or 1 mo. exp.); 1 course in interviewing (or 1 mo. exp.); 1 course in vocational & educational appraisal techniques (or 1 mo. exp.); 1 course in labor market data & employment trends (or 1 mo. exp.); or equivalent.
- Valid Driver's License.
- Having held this position within the past 3 years meets minimum qualifications.
- Associate degree in social or behavioral science preferred.
- Knowledge of Labor Market Information preferred.

**POSITIONS DIRECTLY SUPERVISED: None**

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**Signature of Appointing Authority**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Employee**

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**Date**