

ASSISTANT DIRECTOR, GUIDANCE CENTER

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work of a complex nature involving responsibility for assisting in the daily operation and activities of the Rockland County Guidance Center as well as acting as a "lead" counselor. The work is performed under the direct supervision of the Director, Guidance Center and the general supervision of the Commissioner of Social Services or other individual designated by the Commissioner. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates services within the Guidance Center with other community agencies, and works with public officials and community leaders to secure cooperation;
Provides technical assistance to community agencies, organizations, etc.;
Recruits participants for Displaced Homemaker Program and publicizes same;
Prepares and/or supervises the preparation of reports, press releases, etc.;
Researches and assesses the changing needs of adults and develops proposals and alternate approaches for dealing with career changes;
Conducts training programs for staff and graduate student interns;
Conducts and attends workshops and seminars related to career development;
May act for and in place of the Director in his/her absence in such areas as planning and directing services, evaluating needs of adults making changes (entering or re-entering work force, returning to school, etc.) and performing a variety of administrative tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles, practices and techniques required in the administration of counseling services; good knowledge of career development programs and their application to an adult clientele; ability to act as a "lead" counselor for adults entering or re-entering the work force, returning to school, etc.; ability to train counselors and interns; ability to communicate effectively, both orally and in writing; ability to recommend appropriate modifications and changes to meet changing social and economic needs of clients; ability to maintain appropriate records and make appropriate reports of services rendered; understanding of the frustration or depression of the adult who is unemployed or underemployed and often undereducated.

MINIMUM QUALIFICATIONS: Possession of a Master's degree in Counseling or related area (e.g. Educational and/or Vocational Guidance, Career Development, Psychology with appropriate concentration in any of the foregoing, etc.) and three (3) years of full-time paid professional post-degree counseling experience.

NOTE: A Doctorate degree in Counseling, Educational, or Vocational Guidance, or related field shall be deemed fully qualifying.