



DUTCHESS COUNTY CLASS SPECIFICATION

VOCATIONAL COUNSELOR

DATE ADOPTED: 10/29/2025

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position in the Department of Mental Health that assists individuals in exploring career options, developing job readiness skills, and securing meaningful employment. This position involves providing one-on-one counseling, group workshops, and resources to help clients navigate career decisions, pursue vocational training, and achieve employment goals. The role also includes coordinating with employers, training programs and other service providers to ensure clients receive the support they need to transition into the workforce successfully. Work is performed under the general supervision of a higher-level administrator with leeway allowed to exercise independent judgement. Supervision over the work of others is not a function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude assignment of activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Assists clients in identifying their skills, interests, values, and strengths to help match them with suitable career paths;
2. Assists clients in finding and applying for job openings through various resources, networking, and employer partnerships;
3. Provides individual counseling to clients on career development, including career exploration, goal setting, and job search strategies;
4. Provides ongoing support to clients who may face challenges such as job retention, workplace accommodations, or career advancement;
5. Conducts workshops and training sessions on job readiness topics such as resume writing, interview techniques, workplace communication, time management, and job search strategies;
6. Teaches essential workplace skills, including professionalism, problem-solving, teamwork, and work-life balance;
7. Coordinates with local employers to identify job openings and internships for clients;
8. Maintains regular follow-up contact with clients after placement to ensure they are succeeding in their new roles and address any emerging challenges;
9. Prepares and submits reports on client progress, program effectiveness, and other relevant data to stakeholders or funding agencies;
10. Works closely with other support services, including social workers, mental health counselors, and case managers, to address any barriers that clients may face in securing employment;
11. Develops partnerships with local businesses, non-profits, and government agencies to expand employment opportunities for clients;
13. Keeps up to date on trends and developments in career counseling, vocational rehabilitation, and labor market conditions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of career development theories and counseling techniques; knowledge of labor market trends, occupations, and employment resources; knowledge of career assessment tools, resume building, job search techniques, and interview coaching; skill in providing empathy and patience particularly with clients facing challenges or disabilities; skill in helping clients stay encouraged and motivated; ability to work with individuals



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from diverse backgrounds and tailor counseling approaches to their unique needs; ability to understand clients needs and goals; ability to match clients with appropriate careers or resources; ability to keep accurate case records and progress tracking; ability to use microsoft office products and career related platforms or databases; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Counseling, Vocational Rehabilitation, Psychology, Sociology, Education, Human Services, or related field and two (2) years of work experience in vocational counseling, career coaching, or workforce development;
- OR: (B) Bachelor's Degree in Counseling, Vocational Rehabilitation, Psychology, Sociology, Education, Human Services, or related field and three (3) years of work experience as described in (A);
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE:

Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application, and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT: CSEA	JURISDICTIONAL CLASSIFICATION: Competitive
GRADE: 12	FLSA Code: OT Eligible
REVISION HISTORY: (FKA Community Mental Health Aide)	