

THE PENTICTON AND DISTRICT SOCIETY FOR COMMUNITY LIVING

JOB DESCRIPTION

PDSCL Job Title: VOCATIONAL COUNSELLOR

Job Family: Counsellors and Consultants

Job Classification: Vocational Counsellor

Grid Level: 11

Wage Rate: As per Current Collective Agreement

Reports To: Coordinator – Day Services

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.

EDUCATION

Diploma in a related human/social service field.

TRAINING & EXPERIENCE

One (1) year recent related experience.

Or an equivalent combination of education, training and experience

I read and understand the above job requirements and responsibilities and agree to carry them out in my role as a Vocational Counsellor

NAME: _____

SIGNATURE: _____

DATE: _____