

Position Number: **Benchmark Job #238**

Ministry: Education, Skills and Training

Branch: Field Services

Location: Quesnel

Working Title: **Training Consultant**

Level: Range 18

NOC Code: 4213

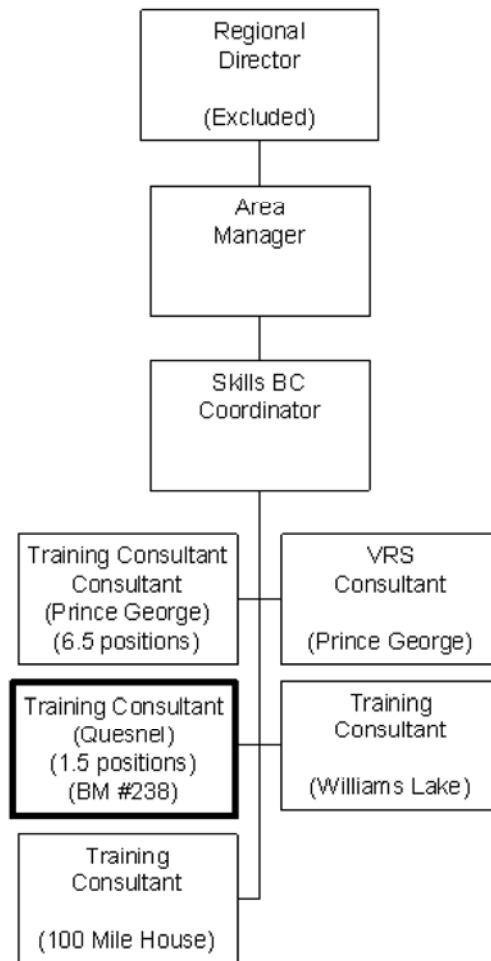
PRIMARY FUNCTION

To determine eligibility and develop individual training plans to assist income assistance clients to gain employment.

JOB DUTIES AND TASKS

1. Determines client eligibility for employment-related services and programs and develops individual training plans
 - a. interviews clients to gather available information (e.g., education, medical, psycho/social)
 - b. determines client capabilities and readiness for training and employment
 - c. counsels clients to overcome their resistance and helps them deal with barriers to employment
 - d. refers clients to other resources for assessments or services (e.g., alcohol/drug counselling)
 - e. assists clients to define their employment goals and identify their training and employment strategies
 - f. reviews labour market information to determine long term employment strategies
 - g. develops and approves individual training plans and authorizes training
 - h. develops training plans with employers and provides follow-up services to ensure effectiveness
 - i. monitors client placements with employers and contractors
 - j. coordinates client progress through various stages of training and development
2. Promotes Ministry employment/vocational programs in the community
 - a. assesses community employment needs, establishes priorities and develops strategies for implementing local programs and services
 - b. ensures local community resources are fully utilized to support clients and program activities
 - c. participates in the development of non-funded support of clients through other agencies and institutions
 - d. establishes and maintains local reciprocal agreements with federal/provincial institutions and agencies
 - e. makes presentations to various groups and represents the Ministry at trade fairs, forums and conferences
 - f. organizes and/or supports activities of community advisory boards and committees
3. Participates in the team administering the regional contract management process and negotiates workplace training opportunities
 - a. participates in Request for Proposal process including development of advertisements and evaluations of proposals
 - b. negotiates contract terms and recommends final award
 - c. prepares and finalizes formal contract documents and monitors contract deliverables

- d. negotiates workplace training opportunities with prospective employers and contractors
 - e. negotiates and monitors the terms of workplace contracts
 - f. purchases programs and services, verify services provided and authorizes payments
 - g. forecasts and recommends yearly allocations, sets priorities and monitors ongoing commitments
4. Performs other related duties
- a. documents liaison activities and maintains files on clients, community agencies, employers, educational institutes and related organizations
 - b. provides formal training and instruction in policies, procedures, services and resources to new Training Consultants and formal instruction in office procedures and computer systems to administrative support staff
 - c. travels to attend project work sites



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the goals and objectives of the vocational rehabilitation program and contract administration to determine client eligibility for services and programs; counsel clients to define employment goals and identify barriers;</p>	F	190

	develop individual client training plans; and promote Ministry employment programs and initiatives in the community.		
2	<p>MENTAL DEMANDS</p> <p>Judgement to apply structured study and interpretation of client behaviour and analyze labour market information and choose an approach using accepted methods to develop realistic client employment and training plans; negotiate and monitor service contracts; and assess community employment needs.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Persuasion required to use basic counselling skills to assist clients in making realistic vocational/occupational choices and overcome resistance.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity required to drive to projects sites and various community resources.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by general program policies and guidelines, applies accepted work methods in a different way to assess community employment needs and develop plans for implementation of local programs/services; recommends program funding allocations and priorities; negotiate contracts and make recommendations to terminate contracts with agencies and employers.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Significant financial responsibility to determine client eligibility for services and authorize training programs/services.</p>	E	33

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Moderate responsibility to set up and maintain a project information system on clients, community agencies, employers, educational institutions, etc., which may be used for client referrals.</p>	C	15
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsibility to provide formal training and instruction in policies, procedures, services and resources to new Training Consultants and formal instruction in office procedures and computer systems to administrative support staff.</p>	B	9
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Considerable care and attention to provide direct client counselling to assist clients make realistic vocational choices and overcome resistance to employment.</p>	E	40
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Focused sensory concentration to frequently listen and observe while interviewing clients.</p>	C	12
11	<p>PHYSICAL EFFORT</p> <p>Moderate physical effort to frequently focus visual attention to view computer screen and printed reports and documents while maintaining client documentation.</p>	C	12
12	<p>SURROUNDINGS</p> <p>Exposure to regular unpleasant dealings with upset, angry or demanding clients.</p>	B	4
13	<p>HAZARDS</p> <p>Moderate exposure to hazards from regularly working around clients who may react violently.</p>	C	6

Total Points: 651

Level: Range 18

