

JOB DESCRIPTION

Benchmark Job #238

Ministry: Education, Skills and Training
Branch: Field Services
Location: Quesnel

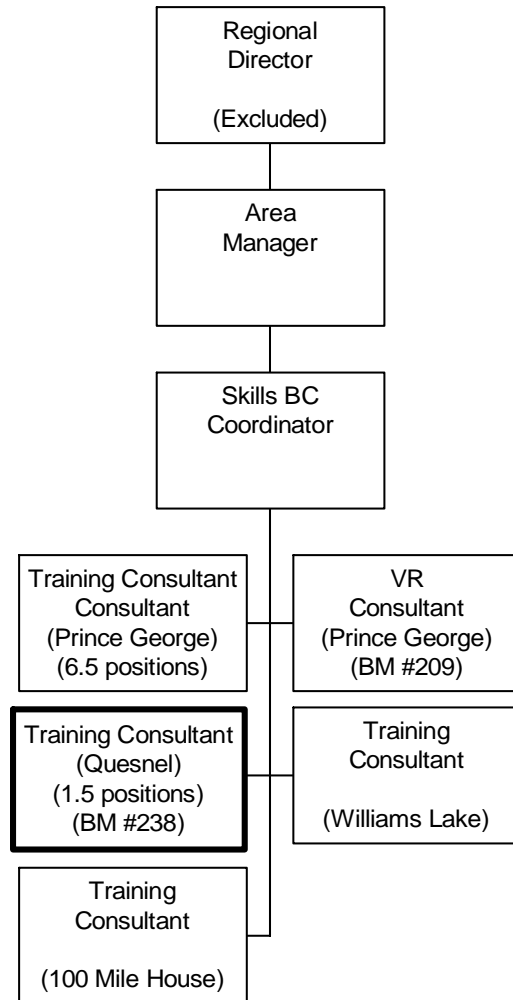
Working Title: **Training Consultant**
Level: Range 18
Classification: Training Consultant

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



REASON FOR CLASSIFICATION

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Job Title: Training Consultant

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE 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; develop individual client training plans; and promote Ministry employment programs and initiatives in the community.</p>	F	190
2	<p>MENTAL DEMANDS 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 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 Moderate coordination and dexterity required to drive to projects sites and various community resources.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS 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 Significant financial responsibility to determine client eligibility for services and authorize training programs/services.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION 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

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES 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.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct client counselling to assist clients make realistic vocational choices and overcome resistance to employment.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently listen and observe while interviewing clients.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screen and printed reports and documents while maintaining client documentation.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with upset, angry or demanding clients.	B	4
13	HAZARDS Moderate exposure to hazards from regularly working around clients who may react violently.	C	6

Total Points: 651

Level: Range 18