Job Title: BILINGUAL COUNSELOR ASSISTANT

SUMMARY
Under general direction, assists staff members in a variety of assessment, counseling, registration, job club, mentoring, tutoring, tracking and certification activities with students whose native language is Vietnamese, Cambodian, or Spanish.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Assists staff with placement testing of clients.

Assists counselors with assessment needs and special problems.

Explains program policies and services available.

Serves as a resource to counselors and staff by assisting with communications.

Performs clerical duties for counselors and staff as needed.

Answers questions from the public directly and over the phone.

Performs related duties as required.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Vietnamese, Cambodian or Spanish languages.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills including tact, patience, courtesy and customer service.

ABILITY TO:
Speak, read and write Vietnamese, Cambodian and Spanish
Demonstrate competency in English.
Follow oral and written instruction.
Use interpersonal skills requiring tact, patience, courtesy, and student customer service.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:
Individuals possessing the knowledge and abilities listed above are considered to possess the necessary education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid California drivers license and a driving record acceptable to the District for insurance
purposes.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Adopted:        April 6, 1981
Revised:    August 10, 1999; April 1, 2003