

Attachment to Division Notice No. 2080 Q, March 11, 1959

RECOMMENDED DUTIES OF LOCAL OFFICE SPECIALIST
ON SERVICES TO OLDER WORKERS

Job Summary

Under the direction of the Employment Service Supervisor, serves as local office specialist responsible for giving functional supervision to local office services to older workers.

Duties

- A. Assists line supervisors in conducting reviews of application taking, counseling, job development, placement, and other local office services to older workers, and determining improvements needed.
- B. Trains, or assists in training, local office personnel in the program of services to older workers, with, or under the direction, of the State Supervisor of Services to Older Workers.
- C. Follows through on training given by making periodic checks on actions taken to assure effective service to older workers.
- D. Assists employment counselor in resolving unusually difficult counseling problems presented by individual older workers.
- E. Participates in staff clinics and on case evaluation teams to assist in resolving special problems of unusually hard-to-place older workers.
- F. Cooperates with employer relations representatives, the veterans employment representative, the selective placement interviewer, and other staff members in developing job openings for unusually hard-to-place older workers.
- G. Cooperates with order taking, selection and referral, employer relations, and the appropriate State office staff in attempting to obtain relaxation of restrictive age specifications.
- H. Reviews or assists in reviewing active application files periodically to identify those older workers who remain unemployed for a considerable length of time, and assists in determining the services needed to facilitate their employment.
- I. Stimulates, plans, and participates in the local office promotional and public relations program (1) to present facts about employability of older workers and to minimize restrictions in hiring because of age, and (2) to inform older workers of services available to them through the local office.