

COUNSELOR I

NATURE AND VARIETY OF WORK

This is entry level professional work in providing counseling services and assistance to client populations with problems in a range of areas (e.g., substance abuse, emotional, behavioral, or related problems). Work is performed under close supervision of a higher level Counselor or other designated position. Work performance is evaluated in terms of accuracy, timeliness and quantity of production.

Upon satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Conducts individual, family, and group counseling sessions for clients with substance abuse, emotional, behavioral or related problems.

Conducts intake interviews, obtains an extensive client history, determines clients' strengths and weaknesses, and develops suitable treatment plans and goals.

Provides crisis intervention to prospective and current clients.

Refers clients to agencies which provide supplemental services.

Maintains case files with appropriate forms, evaluations, and other records of client progress for review by and discussion with other staff personnel.

Teaches substance abuse classes for new clients, their families and other concerned persons, and community groups.

Maintains liaison with community groups, civic organizations, schools and churches.

Provides community outreach services to educate the public and reach potential clients.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of counseling and interviewing skills and techniques.

Knowledge of the physiological and psychological effects of drug addiction.

Knowledge of existing referral agencies and community resources.

Ability to work effectively with clients having substance abuse, emotional, behavioral or other related problems.

Ability to evaluate/diagnose client problems and to recommend an appropriate treatment program.

Ability to communicate effectively both orally and in writing.

Ability to respond to emergency situations.

MINIMUM QUALIFICATIONS

Bachelor's degree in business or public administration, social services, sociology, psychology, or other related fields with experience in counseling; or an equivalent combination of education, training and experience.

CREATED: 9/84
REVISED: 10/88