

COUNSELOR II

NATURE AND VARIETY OF WORK

This is full performance professional work in providing services and assistance to client populations with problems in a range of areas (e.g., substance abuse, emotional, behavioral, or related problems). Incumbents may review and coordinate the work of subordinate level counselors, volunteers and practicum students. Work is performed under general supervision of a higher level Counselor or other designated supervisory position. Work performance is evaluated in terms of accuracy, timeliness and quantity of production.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs the full range of counseling assignments.

Plans, coordinates and reviews the training of subordinate level counselors, volunteers and practicum students.

Provides direct individual, family and/or group counseling for clients with varying emotional and/or substance abuse problems.

Functions as center director during director's absence.

May act as the assistant director or clinical supervisor of a center.

May assign or assist in the assignment of cases to each counselor.

May assist center director in the compilation of various data, reports and forms.

May assist center director in assessing staff training needs and helping to implement a staff training program.

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

Maintains case files with appropriate forms, evaluations, and other records of client progress for supervisory review.

Provides crisis intervention to prospective and current clients.

Provides community outreach services.

Attends periodic staff meetings to discuss procedural and administrative developments and difficult or unusual cases.

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

Working knowledge of basic counseling and interviewing skills and techniques.

Working knowledge of the physiological and psychological effects of drug addiction.

Working knowledge of existing referral agencies and community resources.

Ability to plan and coordinate the work of others.

Ability to assume responsibility and demonstrate initiative under general supervision.

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

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

A bachelor's degree in psychology, social work a closely related field, plus one (1) year of counseling experience; or an equivalent combination of education, training and experience.

CREATED: 9/84

REVISED: 10/88