

COUNSELOR III

NATURE AND VARIETY OF WORK

This is responsible professional lead and/or supervisory work providing 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 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)

Reviews, and evaluates the case work of the staff members.

Conducts weekly staff meetings to discuss general policies, rules and regulations, and specific staff and client problems.

Carries a caseload of individual, family and group counseling sessions commensurate with supervisory duties.

Makes recommendations regarding types of education and treatment to be offered based on community needs and agency resources.

Conducts outreach and referral activities.

Reviews client folders on a periodic basis in order to monitor client progress and to ensure the proper documentation of client treatment plans and progress notes.

Ensures compliance with all policies, procedures and regulations issued by the County, State or program director.

Participates in the selection and training of new employees and provides staff development.

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

Thorough knowledge of drug abuse prevention, treatment and rehabilitation.

Thorough knowledge of the current literature in the field of drug abuse.

Thorough knowledge of regulations pertaining to drug abuse treatment and rehabilitation programs.

Thorough knowledge of individual, family, and group behavior.

Thorough knowledge of counseling and interviewing skills and techniques.

Thorough knowledge of existing referral agencies and community resources.

Ability to evaluate the severity of a client's substance abuse problem and implement counseling efforts to alleviate the abuse.

Ability to select, train, and supervise personnel.

Ability to communicate effectively both orally and in writing.

Ability to establish rapport with clients and other concerned persons and to maintain effective working relationships.

MINIMUM QUALIFICATIONS

A master's degree in psychology, social work or closely related field, plus two (2) years of counseling experience; or an equivalent combination of education, training and experience.

CREATE: 9/84

REVISED: 10/88