

COUNSELOR IV

NATURE AND VARIETY OF WORK

This is supervisory and administrative work involving responsibility for directing a large counseling program composed of several counseling centers. Incumbents supervise the provision of 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 general supervision of the Director of Addictions or other designated supervisory official. Work performance is evaluated in terms of accuracy, timeliness and adherence to established procedures, guidelines and regulations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in Section 16- 102(59) of the Personnel Law.

Directs a large comprehensive counseling program.

Coordinates and ensures continuity of program services.

Provides supervision to counseling staff and advises them on difficult counseling problems.

Conducts meetings with staff on matters relating to policy, procedures, and techniques of the program.

Evaluates the effectiveness of the treatment program and makes recommendations as to new services, policies or procedures needed.

Ensures compliance with all policies and procedures issued by the County, State or Director of Addictions.

Prepares and/or supervises the preparation of statistical reports relating to program activities.

Attends and participates in programs designed to promote good relations with citizens' groups, schools, and community agencies.

Interprets policies and regulations.

Prepares program budget and grant requests.

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

Extensive knowledge of drug abuse prevention, treatment and rehabilitation.

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

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

Ability to create and direct a comprehensive counseling program

Ability to coordinate the work of other agencies including treatment, referral, education, training, and consultation.

Ability to supervise.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff, public and private agencies, citizens, and clients.

MINIMUM QUALIFICATIONS

A Master's degree in psychology, social work or closely related field and three (3) years of counseling experience, one (1) of which must have included supervisory responsibility; or an equivalent combination of education, training and experience.

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REVISED: 10/88