

ASSISTANT DIRECTOR OF MUNICIPAL COUNSELING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult technical work involving responsibilities in assisting in the planning, organizing, staffing and administering of a variety of programs within a community center. This includes producing a variety of program approaches and counseling services, performing a variety of personal adjustment counseling services and assisting the Director in administering other services such as recreation activities, positive alternative activities, etc. that create positive youth and family development. Related work may be performed as required and administrative direction of services will be performed in the absence of the Director. Supervision is exercised over recreation and clerical staff, program aides, counselors and volunteers. The work is performed under the general supervision of the Director of Municipal Counseling Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Creates a climate in which individuals with problems can secure assistance without embarrassment;
Contacts and offers personal and family counseling to persons having unusual personal problems, substance abuse problems and/or expressing anti-social behavior;
Cooperates with other programs serving youth and families, including County, State and Federal agencies for identifying and discussing common problems;
Assists in the recruitment, orientation, training and evaluation of program workers and recreation staff;
Develops and conducts psychoeducational groups for clients, their families and/or the community to provide a better understanding of alcoholism and drug addiction;
Studies and researches developments in the field of substance abuse prevention;
Assists the Director in a variety of general and program administrative duties;
Assists in the administration of a recreational program, including athletic and special events;
Keeps personal and program records and makes reports;
Oversees the work of counseling and recreation personnel;
May supervise a site facility used for counseling activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the field of human behavior with particular reference to substance abusers; good knowledge of personal adjustment counseling and social rehabilitation techniques; good knowledge of drugs and alcohol and their effects; good knowledge of substance abuse treatment techniques; working knowledge of youth activities and recreation; familiarity with supervisory and training techniques; ability to direct the work of staff aides and volunteers; ability to communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS: Either:

1. A Master's degree or higher in Social Work which included completion of an appropriate* practicum which involved working with substance abusers and/or those affected by the actions of substance abusers plus one (1) year of post-degree clinical counseling experience which involved individual and/or family counseling of substance abusers and/or those affected by the actions of substance abusers; or

(over)

2. A Master's degree or higher in Counseling Psychology, General Psychology, Counseling or related, which included or was supplemented by completion of an appropriate practicum, approved internship or equivalent plus two (2) years of post-degree clinical counseling experience which involved individual and/or family counseling of substance abusers and/or those affected by the actions of substance abusers; or
3. A Bachelor's degree or higher which included or was supplemented by thirty (30) credit hours in the behavioral sciences and either New York State Certification for Alcoholism and Substance Abuse Counselors or be current as a Credentialed Prevention Specialist (CPS) by New York State, and two (2) years of post degree supervised clinical counseling which involved working with a multi-disciplinary treatment team counseling a variety of age groups (children, adolescents, adults).

NOTES:

1. A minimum of six (6) months of clinical counseling experience under the supervision of a professional counselor shall be deemed equivalent to the practicum or internship.
2. Clinical counseling is defined as professional (post-degree) counseling, therapy or treatment which includes interviewing individuals and/or families in order to discuss and evaluate their problems (e.g. drug and/or alcohol abuse, family conflicts, depression, stress, marital difficulties, etc.), formulating loose goals, developing and carrying out a treatment program to resolve problems, monitoring and assessing client/patient progress. This work involves judgment on the part of the professional counselor in assessment, treatment and, if appropriate, referral for medication, psychological testing or hospitalization.
3. While the work of caseworkers, guidance counselors, occupational or vocational counselors is similar to clinical counseling in that it, too, involves listening to an individual's history, problems or situation and formulating goals, these employees do not carry out a treatment program. Rather, they link clients/students with others in order for client/students to maximize their potential and gain further assistance.
4. Behavioral science is a subset of social sciences usually having reference to psychology, sociology and anthropology. Psychology, sociology, anthropology and other aspects of related sciences that are characterized by observation of the behavior of living organisms and focused on man's social behavior.

*The appropriateness of the practicum will be determined by the Rockland County Department of Personnel based on the number of hours and nature of field work.