

COUNSELING AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves a variety of inter-personal relation and program assistant duties in support of a counseling program. Counseling is not a duty of this class although one might be expected to participate in a team counseling group. The inter-personal duties are mostly unstructured and persons in the position act by their own resources under general direction and guidance. The duties concerned with providing pre-structured activities and programs involve the making of arrangements and providing for material needs. There would be no supervisory responsibilities of subordinates. The work is performed under the supervision of the program leader. Does related work as required.

TYPICAL WORK ACTIVITIES:

Contacts potential clients to establish rapport and involve them in the program;
Converses with potential clients and refers them to appropriate staff members;
Assists in organizing programs and activities to encourage participation in counseling;
May participate in counseling sessions as a member of a team;
Makes basic oral and written reports concerning the activities in the program;
May perform incidental clerical work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to assist in the conduct of program activities; ability to understand and carry out, with effectiveness, oral and written directions; ability to keep simple records and prepare routine reports; ability to get along with people of all ages; ability to stimulate and lead people and secure their confidence and cooperation.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

R.C.D.P. (09.05.1979) 05.18.2015
Non-competitive