

COUNSELING AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves working closely with licensed counselors to provide essential assistance to and ensure a safe, supportive and empathetic environment for clients. Counseling is not a duty of this class although incumbents in this position may participate in team counseling groups. The work is performed under the supervision of a senior staff member. Does related work as required.

TYPICAL WORK ACTIVITIES:

Contacts prospective clients to build a connection and engage them in the program;
Greets and welcomes clients, ensures they feel comfortable and supported, and refers them to appropriate staff members;
Assists in organizing programs and activities to encourage participation in counseling and/or other positive alternative activities;
Prepares basic oral and written reports concerning the activities in the program;
Assists in organizing and coordinating workshops, seminars and community outreach events;
May be trained in and deliver evidence-based programs and curricula as a member of a team;
May participate in counseling sessions as a member of a team;
May perform incidental clerical and support work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to assist in the conduct of program activities; ability to understand and carry out oral and written directions; ability to keep simple records and prepare routine reports; ability to effectively interact and communicate with people of varying backgrounds and cultures; ability to motivate and lead people and secure their trust and cooperation.

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