

COUNSELING ASSISTANT I

DISTINGUISHING FEATURES OF THE CLASS: This is guidance and counseling work at a sub-professional level involving clients who are commonly of a youthful age. The work is usually performed as a member of a team and involves individual, group and family counseling. The emphasis is on motivation of clients to act to help themselves or to seek professional assistance and on simple restructuring of living patterns, all under continual guidance of a counselor or program leader. Supervision of other employees is not a duty of this position although informal supervision is exercised over clients during group activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in group sessions, acting as a leader or observer as necessary;
Talks with potential clients to identify general problem areas and to motivate those with problems to act to help themselves through the program or other professional assistance;
Participates in individual, group and family discussion sessions with the purpose of isolating and identifying conflicts and problems and reports observations to a counselor or program leader;
Compiles client profiles, under direction, to outside agencies;
Attends training programs in preparation for participation in more critical areas of counseling;
Makes oral and written reports concerning observations and contacts with clients;
May perform incidental clerical work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the behavioral patterns of youth and adolescents; good knowledge of the principles and techniques of structured counseling as related to the role of sub-professional team members; working knowledge of drugs and alcohol abuse effects and remedies, especially as related to youth; ability to encourage and lead youth and secure their confidence and cooperation; ability to understand and carry out, with effectiveness, oral and written directions; ability to record activities and compile written reports.

MINIMUM QUALIFICATIONS: Completion of four (4) or more years of college which included at least twenty-four (24) semester credit hours in the behavioral sciences and one (1) year of paid work experience in client contact either in a youth rehabilitation program or in any rehabilitation program in which 25% or more of the clientele are youth.

NOTE: Client contact work in any social rehabilitative program may be substituted for schooling on a year-for-year basis. A Master's degree in the Behavioral or Social Science fields or in Counseling may be substituted for six (6) months of the required experience.

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Competitive