

DIRECTOR OF MUNICIPAL COUNSELING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is difficult professional work which involves responsibility for planning, organizing, staffing and administering comprehensive programs within a community center. This includes programs that provide outreach, counseling and treatment, primarily to substance abusers in a municipal counseling service, as well as other services such as recreation activities, positive alternative activities, etc. that create positive youth and family development. Moderately difficult technical work is involved in the administrative direction of the program and facilities. Supervision is exercised over subordinate counselors, recreation staff, clerical staff, volunteers, etc. This work is performed under the general supervision of the Village Mayor and Commissioner of Youth and Family Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and organizes the delivery of alcohol, substance abuse and related individual and family counseling in a municipal counseling service;

Supervises the delivery of services by assigning cases, reviewing techniques to ensure compliance with program directives, observing the delivery of services, reviewing activity reports, etc.;

Plans and develops administrative and program policies and procedures concerning facilities and their use, budgeting, records control, grant funding, licensing requirements, report writing, record keeping, program innovations, etc.;

Develops and administers an effective outreach and public relations program designed to reach potential as well as actual alcohol/substance abusers and their families;

Determines the disposition of cases and may refer same to professional consultants (e.g. clinical psychologists, psychiatrists, etc.) or to appropriate services in the community;

Oversees staff in the planning of recreational activities, including athletic and special events;

Represents the Department of Youth and Family/Community Services on various community committees to facilitate the integration of services and speaks before interested groups, in schools, etc.;

Recruits, orients, trains and evaluates counseling, recreation and other staff;

Cooperates and collaborates with other programs serving youth and families, including County, State and Federal agencies to identify and discuss common issues;

Studies, researches and implements state-of-the-art developments in the field of positive youth development and family services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the field of human behavior as related to alcohol and substance abuse; good knowledge of the use/abuse of drugs and alcohol and related rehabilitative techniques; good knowledge of the principals and techniques for planning, promoting and directing a comprehensive youth and family/community center; ability to supervise staff in the performance of individual, group or family counseling/treatment with clients, as well as in determining the appropriate mode and level of counseling and/or treatment for clients and families and to intervene and follow-up on their behalf; ability to communicate effectively both orally-including public speaking-and in writing; working knowledge of youth activities and recreation; ability to direct the work of others.

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 three (3) 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, two (2) years of which must have been supervisory; 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 four (4) 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, two (2) years of which must have been supervisory; 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 four (4) 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), two (2) years of which must have been supervisory.

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 clients/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 fieldwork.