

HUMAN SERVICES CLINICAL COUNSELOR I

Work in this class involves providing counseling services in a mental health, social services, health, or correctional setting. Employees evaluate the client's situation and his/her ability to deal with it, develop a social history, service plan and or treatment plan. Employees provide individual/group family counseling therapy sessions and parent education counseling services which require the flexible use of a range of counseling skills. Employees in this class may also address such problems as adjustment to illness or disability, financial concerns, and socialization issues of the socially handicapped or those debilitated by age or illness. The client may receive immediate crisis intervention or may be seen on an on-going basis for continued treatment. Therapeutic treatment may include individual, group, and family counseling. Employees work under the general supervision of a higher level professional or program manager.

I. DIFFICULTY OF WORK:

Variety and Scope - Employees independently provide direct services such as individual, group and/or family counseling sessions to clients, which includes an assessment of mental and emotional status; develops social histories and treatment plans such as social, family, emotional, educational, and vocational. Employees provide short-term and long-term individual, family, group, or marital counseling for clients. Some employees in this class may assume a case manager role to follow the client through agency and external services.

Intricacy - Clients present employees with a broad range of service needs including assessment, general treatment, strategies, and expected outcomes. Employees utilize a variety of basic assessment tools and supportive counseling techniques to identify those needs; obtain medical, financial, and social history; and develop a service plan for each client. Service plans include provision of basic services such as supportive counseling, coordination of day care, medical, or in-home services; and referral to other programs/services/agencies.

Subject Matter Complexity - Work requires a knowledge of the programs to which assigned, knowledge of basic assessment tools, how to develop service plans, how to plan for the provision of needed services, and knowledge of other agencies/programs so that appropriate referrals can be made.

Guidelines - Employees utilize a variety of agency guidelines and federal or state standards. Guidelines generally specify supportive counseling applications to determine program eligibility and services provided to clients.

II. RESPONSIBILITY:

Nature of Instructions - Work is performed under general supervision according to established procedures. Employees are familiar with the aims and objectives of the program they are providing, and minimal daily instruction is required. On-the-job training is provided by a higher level professional or program manager.

Nature of Review - Work is reviewed by assessing program practices to determine compliance with regulations governing the specific program or services. Work is also reviewed through submission of periodic reports, routine conferences with supervisor and is subject to review while in progress of interacting with clients.

Scope of Decisions - Decisions regarding assessments and services impact on individual clients and their families. Employees may provide direction or instruction to paraprofessional staff, volunteers, or care providers.

Consequence of Decisions - Service/treatment decisions affect the social, financial, emotional, and/or physical health of clients and their families. Employees' decisions may also affect facility operations and the delivery of service.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Contacts vary depending on the agency and/or service area and usually include clients, family members, other professional disciplines and community service agencies.

Nature and Purpose - Employees develop and implement treatment plans for clients and families and coordinate service delivery with other community agencies.

IV. OTHER WORK DEMANDS:

Work Conditions - Employees work in settings which range from modern public service buildings to home environments or facilities in which odors and noise may be present due to the functioning level of the client.

Hazards - Employees may experience emotional stress due to the nature of interactions with clients or service providers. Behavioral problems of some clients, such as aggression, could cause bodily injury. Employees may be exposed to contagious diseases.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities: Working knowledge of basic assessment principles, practical application of different counseling techniques and approaches, and crisis intervention. General knowledge of population being served, available resources, governmental and private organizations, and resources in the community. Some knowledge of behavioral and socioeconomic problems and their treatment. Ability to evaluate and screen clients for appropriate treatment, formulate clear goal oriented treatment plans, and document progress of clients. Ability to establish and maintain effective working relationships with administrative supervisors, clients and their families, care providers, and various community organizations. Ability to communicate effectively orally and in writing.

Minimum Training and Experience Requirements: Master's degree in a human services field and one year of supervised counseling experience; or Bachelor's degree in a human service field and two years of related supervised human services counseling/therapy which provides experience in techniques of counseling/therapy, case management or groupwork one of which was supervised; or, an equivalent combination of training and experience.

Administering the Class - Applicants must provide documentation of their supervised experience including the name and credentials of the person who supervised them.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.