

## COUNSELOR II

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class provides full counseling services to clients of the community mental health agency. The work is usually performed independently with wide leeway allowed the employee for the exercise of independent judgment and initiative in individual cases. Clinical supervision is received from higher ranked clinicians at regularly scheduled sessions and on request. Administrative supervision is received from the program director or other administrative official. Supervision over the work of other employees is not a responsibility of an employee in this class however advisory supervision may be exercised over the work of less experienced personnel. Some incumbents in this class employ a psychotherapeutic method of treatment in addition to or in conjunction with the counseling approach but when such technique is used, the employee characteristically receives more direct supervision and guidance from higher ranked clinicians who have greater experience or training in such methods. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Provides group, individual and family counseling;

Provides limited psychotherapy;

Refers clients to appropriate services both within and outside of the agency;

Establishes and maintains liaison with internal and external personnel and coordinates with them provision of treatment;

Attends staff meetings in order to exchange information and receive clinical and administrative supervision;

Gives presentations and lectures on mental health issues;

Provides short term counseling and stabilization to clients in crisis and arranges for emergency services as needed;

Consults to other agencies in areas where the employee has specialized knowledge;

Assists clients in obtaining employment by helping them complete employment applications, by coaching them in interviewing techniques and by contacting employers to recommend clients or develop jobs;

Prepares reports of a narrative and statistical nature and general correspondence;

Maintains records;

Receives in-service training.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the causes, effects and symptoms of drug abuse, alcohol abuse and mental illness and of counseling techniques to treat those affected; working knowledge of the principles, practices and techniques of psychotherapy; ability to establish and maintain a rapport with mental health clients and their families; ability to establish and maintain an effective working relationship with agency staff; ability to maintain records and prepare narrative reports, statistical reports and general correspondence; ability to prepare and deliver interesting and informative talks on mental health issues; ability to function well under stress and in emergencies; willingness to receive and benefit from in-service training; willingness to keep abreast of new developments in the mental health field; sound professional judgment; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree including or supplemented by thirty (30) semester credit hours in psychology or closely related field and one (1) year of paid\* experience providing counseling to people who suffer mental, emotional or substance abuse problems.

\* In lieu of paid experience, unpaid experience may be accepted if such experience can be verified and if it can be substantiated that such experience is in all respects other than salary the equivalent of paid experience.

**Special Note:** Pursuant to the Welfare Reform Act of 1996, some positions require CASAC credential.

ULSTER COUNTY  
1850 COUNS II  
Classification: Competitive  
Grade: 14  
Union: CSEA

Adopted: March 12, 1982  
Revised: October 5, 2001