

CSC Adopted: May, 2012 CSC Revised: August, 2014

Class Title: Counselor III

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responsibilities include assessment and treatment planning, the provision of substance abuse counseling and case management services primarily to persons with co-occurring problems.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides comprehensive assessments for persons with mental health, substance abuse, and co-occurring issues.
2	S	Develops individualized treatment plans, which respond to the needs of the person served and their family as identified by the assessment and coordinates the initial and periodic treatment plans with the Medical Services component
3	S	Participates in case reviews as a member of the multi-disciplinary team.
4	S	Determines from assessment the appropriate services to be provided, the most appropriate service providers, and ensures that the person served is linked with those services.
5	S	Provides individual, group and family counseling services as outlined in each treatment plan.
6	S	Provides crisis counseling.
7	S	Teaches Mental Health, Substance Abuse, and Co-occurring issues education and revises curriculum as needed.
8	S	Keeps up-to-date, well documented records which comply with Federal, State, and agency requirements.
9	S	Monitors persons receiving services from other service providers and advocates for the person to ensure accessibility and acceptability of services.
10	S	Collects and reports service statistics and data on persons served as required.
11	S	Processes admissions and discharges in an appropriate and timely manner.
12	S	Participates in regular supervision as agreed upon with their direct supervisor.
13	S	Assists in the development and implementation of special projects, e.g. specialized groups, etc. at the request of the Clinical Coordinator.
14	S	Collects and monitors urine drug screens as required by the treatment plan.
15		Works with clerical staff to monitor stock of consumable supplies/forms.
16	S	May serve as Acting Coordinator in the Clinical Coordinator's absence. Examples of duties include attending required meetings, conducting staff meetings, and responding to crises.
17	S	Performs related work as assigned.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Master’s degree in a human services or related field, or equivalent combination of training and experience.
Experience	Three years’ experience, in treatment of persons with substance abuse, mental health or co-occurring disorders.
Certifications and Other Requirements	Valid driver’s license, depending on areas of assignment.
Reading	Work requires the ability to read policies and procedures, various reports, technical materials, instructions, client records
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, including analysis of statistical information, as required by assignment
Writing	Ability to prepare program procedures and goals, assessments and treatment plans, client progress reviews and case records, and staff schedules, development plans, and performance evaluations
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	N/A
Complexity	Work is governed by broad instructions, objectives, and policies. Requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Staff training and presentations
Sitting	F	Computer, desk work, meetings
Walking	F	Inter-office, to/from meetings, offsite work
Lifting	O	Supplies, documents, books, binders
Carrying	O	Supplies, documents, books, binders
Pushing/Pulling		
Reaching	O	Paperwork, office supplies, books, binders
Handling	O	Paperwork, office supplies, books, binders
Fine Dexterity	C	Computer keyboard, writing, telephone keypad
Kneeling		
Crouching		
Crawling		
Bending		
Twisting		
Climbing		
Balancing		
Vision	C	Computer, desk work, reading
Hearing	C	Staff, supervisor, telephone, clients, meetings, presentations
Talking	F	Staff, supervisor, telephone, clients, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, copier, facsimile machine, and related office equipment.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	N	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	
Electrical Hazards	N	Noise and Vibration	N	Shop	
Fire Hazards	N	Fumes and Odors	N	Vehicle	
Explosives	N	Wetness/Humidity	N	Outdoors	
Communicable Diseases	M	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	M				
Other (see 1 below)	X				

- (1) Depending on client conditions
- (2) Clinical setting

PROTECTIVE EQUIPMENT REQUIRED:

N/A

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)