



CITY OF CHINO

Counselor I, II, and III

Definition:

Under limited supervision, provides professional counseling services to individuals with a variety of problems related to substance abuse, school, family, and peers; conducts small group counseling, parenting and/or specialized court-mandated classes; maintains case files; and performs related work as assigned.

Class Characteristics:

Counselor I is the entry level position in this series and is comprised primarily of individuals working to earn a bachelor's degree in a counseling related field who are performing entry level counseling related duties. The Counselor II classification is divided into two areas: the Youth and Teen Programs which corresponds to higher level counseling duties performed by individuals who possess a bachelor's degree and are working toward a master's degree, and the Counselor II Group Facilitator. The Group Facilitator must possess specific advanced level training and qualifications as set by the program standards. The Counselor III classification is the most advanced level in this series, and the duties performed require completion of a master's degree and possession of a Marriage and Family Therapist license.

Essential Job Functions:

- Receive referrals from schools, law enforcement, courts and other agencies on prospective clients requiring counseling services; provide appropriate information and feedback to referring sources.
- Conduct individual, group, and/or family counseling sessions, and court-mandated classes; assist clients and their family members in understanding the nature of family dysfunctions; assist clients and family members in understanding and accepting need for treatment.
- Perform crisis intervention counseling; refer clients and prospective clients to appropriate treatment sources.
- Respond with members of the Police Department to assist in cases of pre-delinquent behavior, gang activity, child abuse, unfit homes, etc.
- Establish and maintain effective relationships with governmental and community agencies regarding programs and services.
- Maintain case files and statistical information on client and unit activities; prepare and maintain records, correspondence, and reports.
- According to established procedure, obtain equipment, materials, and supplies necessary for program services.
- May assist in the training and supervision of volunteers and Counselors working in less advanced classifications.
- Establish and update required curriculum topics as dictated by the program.
- Establish and maintain group rules including confidentiality.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.

- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education and Experience:

- High School Diploma or G.E.D. (required).

Counselor I: Completion of at least two years college level course work in a behavioral science or related field (desirable).

Counselor II: Bachelor's degree in counseling, social work, clinical psychology, or a related field (desirable).

Counselor II Special Assignments may include additional requirements as follows:

- PC 1000 Program (Deferred Entry of Judgment) Group Facilitator: Must conform to the San Bernardino County Department of Behavioral Health Drug and Alcohol Services Deferred Entry of Judgment program standards.
- Choices Program Group Facilitator: Must conform to the San Bernardino County Probation Department's Batterer Intervention program standards.
- Youth and Teen Counseling Programs: Bachelor's degree in counseling, social work, clinical psychology, or a related field (required). Current enrollment in graduate level course work in counseling, social work, clinical psychology or a related field (required). Current registration as an intern with the Board of Behavioral Services (desirable).

Counselor III: Master's degree in counseling, social work, clinical psychology, or a related field, and possession of a Marriage and Family Therapist license for a minimum of two years is required. Must also complete 6 CEU's in clinical supervision biannually. Qualification as an American Association of Marriage and Family Therapist (AAMFT) approved supervisor is desirable.

Working knowledge of:

Counselor I:

- Principles, methods, and techniques of marriage, family, and child counseling.
- Characteristics of family relationships and family and group dynamics.
- Community resources available for mental health services.
- Pertinent laws and regulations.
- Ethnic and economic groups and cultural differences.

- Deviant behavior and gang subcultures.

Considerable knowledge of:

Counselor II:

- Principles, methods, and techniques of marriage, family, and child counseling.
- Characteristics of family relationships and family and group dynamics.
- Community resources available for mental health services.
- Pertinent laws and regulations.
- Ethnic and economic groups and cultural differences.
- Deviant behavior and gang subcultures.

Thorough knowledge of:

Counselor III:

- Principles, methods, and techniques of marriage, family, and child counseling.
- Characteristics of family relationships and family and group dynamics.
- Community resources available for mental health services.
- Pertinent laws and regulations.
- Ethnic and economic groups and cultural differences.
- Deviant behavior and gang subcultures.
- Principles of supervision.

Ability to:

All Assignments

- Provide liaison to other agencies and the community.
- Prepare and maintain records and reports.
- Supervise and train interns.
- Plan and implement program activities.
- Present education and information to the various media.
- Apply basic counseling techniques.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow verbal and written directions.
- Establish and maintain cooperative working relationships.
- Operate a computer using a variety of software programs.

Special Requirements:

- Depending upon assignment, possess a California Driver License and a satisfactory driving record.
- Fluency in Spanish (including reading and writing) may be required depending upon assignment.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Part-time/Temporary/Seasonal

Revised 08/13/2015

Replacing Counselor I, II, and III classification specification dated 12/16/14.