

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Family Counselor I and II
DEPARTMENT: Youth Services
REPORTS TO: Youth Services Director

SALARY GRADE: 16 & 18
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Provides counseling services to individuals and groups less than 18 years of age and their families. The work involves extensive interaction with community and human service agencies, police departments, government agencies and the general public. Incumbents in the Family Counselor II position will have supervisory duties with student interns and or other adjunct staff.

ESSENTIAL JOB FUNCTIONS:

Meets and confers with individuals and groups to discuss behavioral, disciplinary and interpersonal problems and to provide psychotherapy services.

Identifies circumstances and situations that contribute to problem incidents.

Plans strategies for dealing with specific cases and seeks the resolution of problems.

Refers cases to other community service agencies when appropriate and maintains contact with school staff, outside therapists and other contacts beneficial to addressing problems.

Provides information, referrals, service linkages and short term informal counseling over the phone and to walk in clients.

Promotes linkages with various service organizations and develops, plans, and implements various educational programs.

Maintains case documentation on all cases to include intake summaries, treatment plans, session notes, and discharge summaries. Provides advocacy or documentation of service letters on specific cases as needed.

Prepares complex, routine and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.

Represents the City on various boards and organizations on the local, regional and state levels. Represents the department at various board and committee meetings and provides liaison with other departments on related activities.

Family Counselor II – Additional Tasks

Provides clinical supervision to interns/adjunct staff on cases being seen. Reviews intern case files and provides feedback and/or supervises additional staff/interns assigned to other department programs such as ACE Reading Club staff.

IMPORTANT JOB FUNCTIONS:

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

May serve as staff liaison to Advisory Committee on Education: facilitates monthly meetings, 6 annual events, local oversight, advocacy and research on education issues for the City Council.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Family Counselor I

Master's degree from an accredited college or university in Psychology, Sociology or a related field; and,

Two years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Family Counselor II

Master's degree from an accredited college or university in Social Work, Psychology, Counseling or related field; and,

Five to seven years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Licensed Mental Health Professional

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Psychology, human behavior and group dynamics.

Pertinent Federal and State statutes and City ordinances.

Cognitive behavioral family therapy, psychology, human behavior and group dynamics

Clinical supervision (Family Counselor II)

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to establish effective working relationships with a wide range of agencies, groups and individuals.

Ability to be tactful, courteous and poised in difficult situations.

Ability to analyze problems and to respond appropriately.

Ability to persuade.

Ability to lead others.

Ability to establish supervisory relationships and provide supervision to interns or adjunct staff. (Family Counselor II)

While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, feel or keyboard; speak and hear; lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.