

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Counselor	DATE:	March 2005
DEPARTMENT:	Family and Youth Services	GRADE:	C
REPORTS TO:	Director of Family and Youth Services		

SUMMARY

Responsible for providing clinical counseling services to children, adults, couples and families. Services include providing one-on-one and group counseling, serving as a resource to other departments and the public, and providing crisis counseling and support.

ESSENTIAL FUNCTIONS

Provide clinical counseling services to children, adults, couples and families.

Provide crisis counseling and support.

Organize and lead psycho-educational groups, support groups, and youth volunteers.

Evaluate cases and provide necessary treatment; make referrals, as needed.

Serve as a resource and consult with school personnel, police, courts, churches, hospitals and other social service agencies.

Maintain confidential case files for clients; prepare reports and evaluations.

Attend staff meetings and participate in clinical consultation meetings.

Maintain knowledge of treatment methods through research and attending of conferences.

SECONDARY RESPONSIBILITIES

- Collaborate with department staff in researching and purchasing resources beneficial to client treatment.
- Recruit and interview volunteers for community action programs for youth.
- Attend Youth Commission meetings.

Performs other position-related duties, as assigned.

QUALIFICATIONS

Minimum Training and Experience

Requires a Masters degree in social work, counseling psychology or related human services field with 2 years of job-related experience in counseling individuals and families; or any equivalent combination of education and experience. Certification as a licensed mental health counselor is required.

Requires valid Class D Motor Vehicle License.

Minimum Knowledge, Skills and Abilities

Requires thorough knowledge of human service management issues and familiarity with state and national resources for youth, family and senior populations.

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Effective oral and written communication skills as well as basic computer skills are required. Contacts require compassion, courtesy, and tact to work through solutions or resolve issues. Ability to handle highly sensitive and confidential personal/family issues is imperative.

Knowledge Proficiency

In order to be considered proficient in the position, the employee must demonstrate:

- proficiency in the department's specific software applications and databases,
- solid understanding of Massachusetts General Laws as they pertain to human services and child welfare,
- basic knowledge of the functions and operations of other Town departments, with specific knowledge of the school system, police department, recreation department, housing authority, veterans' services and the council on aging.

Tools and Equipment Used

The employee is required to use a personal computer and general office equipment (e.g., telephone, calculator, adding machine, copier, facsimile, etc.). The employee is required to operate a Class D motorized vehicle.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. While performing the duties of this job, the employee is frequently required to hear, sit, and talk. Occasionally the employee is required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

Requires application of manual dexterity in combination with eye-hand coordination to perform basic keyboarding. Requires normal vision to read documents for general understanding.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. Work is performed in an office setting.