

STUDENT ASSISTANCE COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a counseling position found in school districts. The position primarily involves providing outreach counseling to young people or groups of young people. This includes crisis intervention, referrals to other agencies and coordination of services. The incumbent will also be required to develop and implement intervention programs. The work is performed under the direction of a higher level school administrator. Supervision of others is not required of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Establishes contact and conducts evaluations with target population;
2. Engages in chemical dependence intervention, basing techniques used on a specific knowledge of chemical dependence defenses;
3. Insures that the student receives the proper guidance and counseling and provides follow-up service as necessary;
4. Acts as a liaison with school administrators, guidance counselors, teachers, health services personnel, and other community agencies;
5. Refers students to a variety of service and counseling agencies within the community;
6. Develops group intervention programs;
7. Attends meetings and committee sessions as required;
8. Develops and provides in service training as related to performance responsibilities;
9. Maintains records and prepares written reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of interviewing and counseling techniques needed to obtain information and counsel students with behavioral problems and problems related to substance abuse;

Knowledge of the effects of alcohol and other psychoactive substances and of the chemically dependent person, his/her language, and the degree of the disease to identify symptoms and plan appropriate action;

Knowledge of various treatment modalities necessary to plan and implement treatment approaches and strategies;

Knowledge of community organizations and institutions dealing with youth in order to choose services that can best help students in a variety of situations;

Ability to relate sympathetically to a potentially difficult student population;

Ability to establish satisfactory relationships with others;

Ability to communicate effectively, both orally and in writing;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

STUDENT ASSISTANCE COUNSELOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and Credentialed as a *Alcoholism and Substance Abuse Counselor* by New York State at time of appointment and two years of full-time paid work experience dealing with youth in counseling or education in a school setting.

SPECIAL REQUIREMENT:

Possession of a New York State Driver License at time of appointment.

HU2103

ADOPTED: 03/20/01