

## STUDENT ASSISTANCE COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: This is school-based professional guidance and counseling service involving alcohol and substance abuse prevention, education, and early intervention. Work is usually performed with individual student groups and/or family counseling. Emphasis is on motivation of students to act to help themselves or to seek professional assistance and on simple restructuring of living patterns, all under continual guidance of a Student Assistance Counselor. Work is performed under general supervision of a clinic supervisor or school administrator. Supervision of other employees is not a duty of this position although informal supervision is exercised over students during group activities. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides counseling services to students either individually or in groups;

Provides counseling to students on education, information and referral services in the area of adolescent depression;

Talks with students to identify alcohol and substance abuse problem areas and to motivate those with problems to act to help themselves through the program or other professional assistance;

Participates in individual, group and family discussion sessions with the purpose of identifying alcohol and substance abuse problem areas and to motivate those with problems and reports observations;

Coordinates events to educate and inform students about the risks of alcohol and substance abuse, these events include obtaining and showing films, and speaking to students in the classroom;

Moderates and coordinates student group activities, such as Students Against Drunk Driving (S.A.D.D.);

Conducts presentations to both students and parents to help them understand and identify adolescent depression and educate as to possible courses of action;

Provides orientations with the administration, faculty and parents to explain the program;

Works with school administration to help in the referral process of students considered at risk for depression and/or suicide;

Provides availability to school staff for consultation and training;

Works with parents' group to provide education and information;

Maintains records and notes on students for the purpose of monitoring students' involvements;

Attends training programs in preparation for participation in more critical areas of counseling;

STUDENT ASSISTANCE COUNSELOR (cont'd)

Submits reports of activities as required;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of the behavioral patterns of youth and adolescent development; good knowledge of the principles and techniques of adolescent counseling as well as group and family counseling; good knowledge of drug and alcohol abuse effects and remedies, especially as related to youth; good knowledge of community resources; ability to stimulate and lead youth and secure their confidence and cooperation; ability to understand and carry out, with effectiveness, oral and written directions; ability to record activities and compile reports.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in Counseling, Social Work, Psychology, Education, or related degree, and one (1) year of counseling experience which shall have included working with adolescents;  
or
- b) Bachelor's degree in Counseling, Social Work, Psychology, Education, or related degree, and three (3) years of counseling experience which shall have included working with adolescents; or
- c) An equivalent combination of education and experience as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.