

PROBATION COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional level work providing short term intervention counseling services for youth, families, and/or adult probationers to prevent further involvement in the Juvenile and Criminal Justice Systems. Counseling services provided are auxiliary services to a County Probation Department, to address emotional, psychological and social needs of clients. Responsibilities may include leading group sessions for various clients to address various issues in a community support context. Work is performed under general supervision of the Probation Director. Supervision is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assesses chemical dependency and mental health treatment needs of probation clients and makes appropriate referrals;
Provides group, family and individual psycho-education services on behalf of the Probation Department;
Serves as a liaison between the Probation Department and area schools relative to the attendance, behavior and academic status of program youth;
Facilitates and/or co-facilitates the Juvenile Diversion Program's youth and parents groups;
Refers youth to appropriate support services available in the community;
Completes family assessments for Juvenile Diversion participants;
Facilitates and/or co-facilitates Domestic Violence Offenders Accountability groups;
Attends meetings of area support service providers to maintain communication and to provide input with these providers relative to program needs;
Maintains accurate client case records and prepares a variety of reports as requested by the Probation Department;
May transport clients to and from program activities as needed;
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 principles and practices of social casework and social group work; good knowledge of the nature of chemical dependencies and effective approaches and therapies; working knowledge of Federal, State and local public

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welfare laws and programs relative to juvenile, domestic, and substance abuse issues; good counseling skills; good knowledge of services provided by the department, other county agencies, and local community support services and resources; ability to effectively conduct interviews; ability to deal effectively with adolescent and adult populations; ability to communicate effectively, both orally and in writing with individuals and groups; ability to develop and maintain effective working relationships; ability to deal objectively with clients of diverse socio-economic backgrounds and cultures; good listening skills; social perceptiveness; tact; confidentiality; good judgment; reliability; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: Either

- a) Masters Degree in social work, psychology, education or a closely related human services field and two (2) years professional post-degree experience in adolescent counseling;
or
- b) Bachelors degree in social work, psychology, education or a closely related human services field and four (4) years professional post-degree experience in adolescent counseling;
or
- c) An equivalent combination of training and experience as defined in a) and b).

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 REQUIREMENTS:

1. Depending upon assignment and at the discretion of the Probation Director, additional specialized training and/or experience in specific areas, including but not limited to domestic violence, chemical dependency, anger management, and developmental patterns, may be required within a reasonable time period after appointment;
2. Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.
3. Possession of a current valid New York State Class D Driver License at time of appointment and throughout employment.