

YOUTH COUNSELOR

Department: Human Services

Classification: Competitive

Specification Number: 1870

Approved: 12/4/23

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

a) Graduation from a college with federally authorized accreditation or registration by New York State with a Master's Degree in Social Work or Mental Health Counseling; or,

b) Graduation from a college with federally authorized accreditation or registration by New York State with a Bachelor's Degree, and one (1) year of experience in youth counseling.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this title plans and implements counseling services dealing with the needs and problems of youth, involving individual, family or group interaction, as well as dealing with community agencies providing supplementary services. The goals may be attained through individual counseling or recreational, social, educational and cultural programs. This work may require irregular working hours. Does related work as required.

TYPICAL WORK ACTIVITIES

Meets with youth and families to ascertain the needs of individuals;

Develops plans for meeting the goals of needed services;

Conducts individual and family counseling;

Consults with community agencies to secure supplementary services;

Prepares case reports, and maintains accurate records;

May implement recreational, social, educational and cultural programs.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles, practices and techniques of counseling methods and techniques, and their application to work problems; good knowledge of the services and resources provided through public and private sources; ability to establish good rapport with individuals and groups; ability to analyze case records and to reach sound decisions; ability to establish effective working relationships with the general public, outside agencies and community representatives; ability to prepare clear, accurate and comprehensive reports; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.