



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	COUNSELOR DIAGNOSTIC ASSESSMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, Grade 6
WORK YEAR:	AS ASSIGNED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8228
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for assessing needs of parents and students referred to the Center; administers and interprets diagnostic instruments, completes and maintains appropriate records and reports, makes referrals as necessary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Interviews students and parents to assess client needs

Administers, records, interprets and reports on results of any designated diagnostic instruments

Prepares written assessment reports and case recording documents

Identifies alternative community resources available to meet varying needs of clients and works with community resources to develop and implement others as needed

Analyzes alternative approaches to meeting client needs and determines which is best for meeting those needs

Coordinates referrals to and serves as liaison with community alcohol and other drug resources

Monitors progress of clients referred to community services and performs follow up services

Participates in community meetings and/or speaking engagements as assigned

Maintains confidentiality of clients served

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Social Work, Psychology, Counseling, or related field

Five (5) years of successful experience in clinical counseling in substance abuse and/or behavioral problems

Experience with substance abuse and/or behavioral assessment

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree in Social Work, School Psychology, Clinical Psychology or Counseling Psychology

Holds valid credential as a Certified Chemical Dependency Counselor and experience with adolescent chemical dependency

Case management skills

Knowledge of local community referral sources

Experience in a diverse workplace

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.
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