



NEW: 07/01/2019  
 Submitted: 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.