

## **MENTAL HEALTH COUNSELOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Performs professional counseling services in the operations of a Mental Health Department or School District. Work of this class involves responsibility for the provision of professional counseling services to adults or children at a mental health and/or alcoholism/substance abuse center, psychiatric out-patient clinic, or school district. Work is performed in accordance with established rules, regulations, and the standard practices of the profession with considerable latitude for the exercise of independent professional judgment in individual cases. General supervision is received from a Director, who reviews work through conferences and staff meetings.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Provides therapeutic, and consultative services to individuals, couples and families involving varied diagnostic categories and treatment modalities;
- Participates as a team member in program planning and treatment planning for individual cases;
- Acts as co-leader or therapist in a variety of therapeutic activities;
- Participates in the planning and implementation of education and training programs;
- Acts as a consultant to schools, social service agencies, health-related organizations, probation personnel, and other groups and agencies;
- Participates in the preparation of, and maintains, required reports, case records, and similar documentation;
- Plans and makes recommendations for the extension of treatment goals to support clients and their families prior to discharge through aftercare planning and assessment with outside agencies;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Considerable knowledge of the principles, methods, procedures, techniques, and practices of counseling; considerable knowledge of the functioning of psychiatric out-patient clinics, and of community resources as they relate to the care and treatment of the mentally ill; ability to participate in the formulation of effective treatment plans; ability to establish, maintain, and terminate a therapeutic relationship with patients; ability to communicate effectively, orally and in writing; ability to establish and maintain effective working relationships with others; ability to maintain records and prepare reports; physical condition commensurate with the demands of the position.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

**EITHER:** (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree counseling, social work, psychology, human services or a related field and one year experience working in a mental health clinic, mental retardation unit, substance abuse program, or social services agency;

**OR (B)** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in counseling, social work, psychology, human services or a related field and three years experience working in a mental health clinic, mental retardation unit, substance abuse program, or social services agency

This position may be designated as a trainee position, whereby a candidate who has completed an approved graduate program in counseling may receive a permanent appointment as a Mental Health Counselor upon satisfactory completion of one year of service as a trainee under the supervision of fully credentialed staff of the agency.

Competitive Class

Adopted May 2003 Personnel Officer

Revised 1/14/2019 PO