

Specification for Class of

COUNSELOR AIDE

Abolished Effective July 1, 2007

Definition: Within an institutional setting or community based treatment program, functions in a para-professional capacity, assists professional staff in performing social or rehabilitative counseling or within the Division of Vocational Rehabilitation assists Vocational Rehabilitation Counselors in such activities as eligibility, service delivery planning, and monitoring of client participation and follow through on plan of services related to the rehabilitation program of persons with disabilities.

Typical Work

Under direction, assists counseling personnel in making practical application of counseling techniques to assist recipients of social and health services;

Conducts individual and group interviews;

Assists in making recommendations or suggestions on treatment, training, and release of individual from, or admittance to, appropriate treatment program;

Performs personal history investigations of assigned individuals through contact with other social and health service agencies, law enforcement agencies, families, teachers, and former employers;

Prepares, reviews, and submits written and oral reports;

Maintains records;

Under direction, makes appropriate administrative arrangements for medical, psychiatric and psychological services, academic or vocational training, civilian employment, or military enlistment;

Performs other work as required.

Knowledge and Abilities

Knowledge of: available community resources, needs, problems, and attitudes of disabled and disadvantaged persons; record keeping; report preparation.

Ability to: understand and interact effectively with parolees and probationers, the socially disadvantaged, mentally ill, mentally retarded, or socially maladjusted persons; earn the respect and confidence of other individuals; develop and maintain effective working relationships with social agencies and public; develop awareness and sensitivity to feelings, attitudes and trends among institutional residents and recipients of services; speak, read and write effectively.

Minimum Qualifications

Two years of college level course work and one year of experience providing direct services to clients in a social service agency.

Additional experience and education will substitute for the required education or experience.

Note: Social service experience is generally recognized as providing direct service to clients in a social welfare, parole and probation, mental health, vocational rehabilitation or other closely related field. A common social service job setting would find an individual having had an assigned counseling responsibility in an environment where a therapeutic emphasis is placed. Such experience may be gained either as a paid employee or as a volunteer in a social service agency. Volunteer or part-time work related to the above minimum qualifications will be considered and evaluated on the basis of content and involvement.

OR

A high school diploma or GED and two years of experience at the third clerical level within the Division of Vocational Rehabilitation (DVR) providing counselor caseload support and 10 semester or 15 quarter hours of college level coursework in counseling, interviewing, psychosocial theory, personnel and testing, or equivalent formal DVR in-service training.

Two years of college level course work in one of the above fields will substitute for one year of DVR experience.

OR

Three years of college level course work in special education, social sciences, public administration, or allied field and one

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year of paid experience in a counselor caseload support role within a social service setting.

NOTE: Incumbents in DVR must complete a 15-hour fundamental Counselor Aide Core Curriculum Training Module sponsored by the DVR within one year of their appointment.

New class: 3-13-72

Revised definition and minimum qualifications: 7-15-94