



City of Tempe

SOCIAL SERVICES COUNSELOR I+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	226	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Human Services	<i>Salary / Hourly Minimum:</i>	\$53,502
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$72,227
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr Recreation Coordinator+
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Social Services Counselor series. This class is distinguished from the Social Services Counselor II+ by the performance of administrative and analytical duties including conducting assessments and evaluations.

REPORTING RELATIONSHIPS

Receives general supervision from a Social Services Supervisor or other management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of experience providing counseling services (i.e. assessment and case management) in area appropriate to position's assignment.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university in a relevant field of study. This is a non-clinical position and an entry-level class in the Social Services Counselor series.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform professional level duties in the psychological assessment and counseling of various types of clientele. This is a dual concept classification with positions either providing counseling or case management in areas such as community mediation probation, diversion, treatment, crisis intervention and substance abuse screening.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Conduct assessments and evaluation including psychosocial histories and analysis of presenting and underlying problems/issues to determine diagnosis, client needs and appropriate treatment plan and options.
- Provide in-depth psychotherapy to individuals of all ages and families.
- Provide short-term counseling for participants in diversion and probation programs, with monitoring and referral to other treatment providers.
- Develop treatment plans to determine client goals/objectives, interventions, and target dates for achievement. Monitor program compliance. Analyze, evaluate, and adjust treatment programs to needs of client.
- Administer and interpret results of substance abuse screening instruments, refer program participants to appropriate treatment at state-licensed agencies, and supervise/monitor treatment compliance.
- Maintain records and produce reports in accordance with treatment plan, licensure requirements, and internal agency requirements.
- Provide and coordinate community mediation services.
- Act as liaison in matters of victim restitution. Mediate the restitution claims of victims, and monitor client restitution payments. Provide referral and assistance to victims.
- Consult and coordinate issues as appropriate with such entities as the City Attorney's Office, municipal courts, superior court, police, probation departments, school officials, neighborhood representatives, public assistance workers, and other public and private agency officials to seek assistance and coordinate solutions to participant/client problems.
- Coordinate and provide guidance to such individuals as crisis intervention volunteers, Master level interns, school counselors, and psychotherapeutic and educational group facilitators.
- Prepare and present informational sessions or psycho-educational workshops on assigned program area.
- Perform other duties such as assisting in the evaluation of operations of the programs administered, recommending improvements, assisting in implementing changes and objectives, participating in other task forces as required, and attending professional training courses in accordance with licensure and certification requirements.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:
[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective December 1997
Revised November 2000 (Creation of flex-class)
Revised December 2006
Revised Nov 2010 (Removed optional driver's license statement)
Revised February 2015 (Revised education exp for level I)