

## SENIOR COUNSELOR

**DEFINITION:** Under general supervision, performs administrative and counseling duties of considerable difficulty; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Plans, schedules, implements and directs the work activities of personnel engaged in the delivery of counseling and social services; provides individual, crisis, group and family counseling for self-development and treatment purposes; plans, implements and directs various therapeutic programs; develops, monitors, and evaluates individual treatment plans for clients; conducts meetings with caseworkers, families of clients, probation officers and school officials to discuss progress of clients.

Performs administrative duties; supervises other counselors and assigned personnel; provides technical assistance and guidance to assigned staff; conducts staff meetings; examines administrative policies, procedures, rules and regulations and evaluates effectiveness in accomplishing program goals and objectives; acts as liaison with community school, chapter houses, courts, and police department; assures that accurate files are kept on referrals and clients; keeps abreast of and informed on counseling developments and trends.

Attends conferences, seminars and workshops; prepares required reports; performs case documentation regarding any follow-ups and daily activities; provides information for client's progress and court reports; attends court hearings; makes outside referrals for clients; conducts public relations activities with the community and chapter; plans, implements and coordinates prevention and intervention activities, training and other alternative programs for clients.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of theories, principles and practices of guidance and counseling.

Knowledge of individual, group, and family counseling techniques.

Knowledge of Navajo tradition, culture and values.

Knowledge of the principles and practices of social work.

Knowledge of the various methodologies of counseling.

Skill in relating to, establishing and maintaining effective working relations with clients.

Skill in oral and written communications.

Skill in conducting multiple assessments using a variety of methodologies.

Skill in interacting with peers in the profession.

Skill in interpreting and explaining rules, regulations, policies, and procedures.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves moderate to intense interaction with clients to provide the most effective counseling appropriate.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Counseling, Social Work or closely related field; and three (3) years counseling or social work experience.

THE NAVAJO NATION

Class Code: 3801  
Community Education and Counseling Series  
Counselor Group  
Overtime Code: Exempt  
Pay Grade: 65

**SENIOR COUNSELOR**

**PREFERRED QUALIFICATIONS:**

- A Master's degree in Counseling, Social Work or closely related field.
- License in Substance Abuse Prevention.

**SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- A valid state driver's license, a Cardiopulmonary Resuscitation (CPR) Certificate and a First Aid Certificate.

Depending upon the needs of the Nation, incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.