

COUNSELOR

DEFINITION: Under general supervision, performs work of moderate difficulty in assisting with guidance and counseling services; performs related work as assigned.

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

TASKS:

Manages a caseload of clients records, ensuring strict confidentiality of all client records; implements and updates progress reports on each client and distributes reports to all concerned parties; documents and updates direct services provided to client (e.g. intake, eligibility, duration, completion of treatment and direct service payments).

Develops and implements treatment modalities to measure the success rate in rendering direct services to clients; maintains case files in accordance with applicable program guidelines, policies and procedures; conducts counseling sessions with client; conducts assessment and treatment/training planning to improve the quality of life of the client; reviews outcomes with the individual and documents the assessment; identifies and utilizes appropriate services for each client; coordinates with external service providers.

Assists with the transition of client into clinical treatment/training facilities; makes presentations and provides in-service training to community members promoting the program and services; provides assistance in areas of outreach, recruitment and program orientation; identifies the needs of the client; attends meetings, training and conferences.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of the different modalities utilized by the Nation in treating clients.
Knowledge of the principles and practices of treatment programs.
Knowledge of the assessment procedures utilized by the Nation.
Knowledge of case management practices in the Nation's treatment programs.
Knowledge of resources in the community that can be utilized in various treatment/training plans.
Skill in applying judgment in the release of confidential information.
Skill in evaluating the current situation of a patient and reporting observed results.
Skill in analyzing data and drawing valid conclusions.
Skill in interacting with individuals who come into contact during the course of the workday.
Skill in recording vital data necessary to provide documentation of a case.
Skill in identifying needs of patients and appropriate remedies.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves interaction with clients to provide effective counseling.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Sociology, Social Work, Psychology, Human Services or related field; and two (2) years of experience providing direct services.

PREFERRED QUALIFICATIONS:

- Proficient in Microsoft Office software or other computer applications.
- Certified to train in assigned area.

THE NAVAJO NATION

Class Code: 3802
Community Education and Counseling Series
Counselor Group
Overtime Code: Non-Exempt
Pay Grade: 62

COUNSELOR

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbents must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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.