

Category 1702
Exe. Qual. Std. 12A
Approved: May 27, 1987
Auth.: P.L. 95-561

COUNSELING TECHNICIAN

CATEGORICAL PAY LEVELS:

Minimum Pay Level: 01

Maximum Pay Level: 02

DESCRIPTION OF WORK:

The Counseling Technician will perform duties on a paraprofessional level which assist in the delivery of counseling/mental health services to all identified students, particularly those identified as substance abusers. He/she, with assistance and supervision, initiates, plans, and carries out treatment plans for and with individuals, groups, and families. An understanding of therapeutic relationships, an understanding of the psychodynamics of interpersonal situations, and utilization of crises situations to psychologically benefit patients in terms of coping abilities and growth is desirable.

LEVELS OF RESPONSIBILITIES:

- A. **01 Level** – The incumbent in this position will have the responsibility, under the close supervision of a professional, of carrying out assigned duties as related to counseling services for substance abusers or other identified students with mental health problems.
- Assist in maintaining the operation of the Substance Abuse Counseling Center's office.
 - Assist with checking materials in/out.
 - Explain rules and policies.
 - Check materials for damages, make minor repairs, etc.
 - Maintains accurate records of overdue or lost materials.
 - Maintains statistics and other records as they pertain to the operation of the center.
 - Insures returned materials are properly shelved.
 - Arranges furniture, materials, and equipment to fit established plan.
 - Assist with instruction, training, and work assignments.
 - Serves as Navajo language interpreter when necessary.

B. **02 Level** – The incumbent, in addition to completing the duties of Level 01, will be responsible for planning and carrying out treatment plans for and with individual groups and families. He/she will also be responsible for assisting with:

- Therapy with families and group focusing on specific problems.
- Promoting open systems of communication and stability.
- Working with families in the process of learning to live with a mentally/emotionally disturbed member or a member with a substance abuse problem.
- Serves as a consultant in school and community working with organized groups toward desired changes, offering personal and technical skills.
- Interprets vital information concerning mental health and other services to groups in the communities.
- Functions as a liaison with regard to the significance of the Native American Culture in many aspects of health problems.
- Provides vital information about cultural traditions and customs which affect mental health and medical treatment if Indian students.
- Utilization of existing resource in all areas of student/patient care.
- Preparing and maintaining written reports and evaluation relative to student/patient care and treatment.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level	01	02
Education	H.S. Diploma/GED	AA Degree or 60 semester hrs.
Experience	0	2

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required, except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess emotional and mental stability.