

**PLEASE POST CONSPICUOUSLY**

September 4, 2007

TO: All City of Albany Departments & Divisions  
SUBJECT: Notice of Job Opening –

**Clinical Counselor**  
**Department of Youth and Workforce Services**

The **Department of Youth and Workforce Services** has one (1) vacancy for the position of **Clinical Counselor** at a rate of **\$36,000 - \$39,000/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Wednesday, September 19, 2007.**

**PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL**  
**WEDNESDAY, SEPTEMBER 19, 2007**

**An Equal Opportunity /Affirmative Action Employer**

## **CLINICAL COUNSELOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, an incumbent of this class counsels individuals, families, groups, organizations, or communities with problems such as poverty, abuse and neglect, illness, family maladjustment, antisocial behavior, financial mismanagement, limited recreation opportunities, and inadequate housing. Supervision may be a responsibility of this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Receives referrals from Program Manager;
- Assesses needs and develops, implements and formulates service plans upon completion of intake;
- Assists in developing standards and methods for treatment planning and assessment of risk;
- Keeps abreast of current concepts and methods relating to children and family services, especially treatment models and methods;
- Conducts individual, family and group counseling;
- Facilitates weekly family contact through office visits and evening home visits;
- May provide in-service training and consultation in treatment planning methods for social services;
- Communicates regularly with families, staff, collaborators and service providers for the purpose of service plan coordination;
- Prepares reports and maintains required records, documents and correspondence;
- Participates in monthly case reviews or on an as needed basis;
- Assists youths and families with setting goals and family planning;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of relevant laws, regulations, and programs related to social services and child welfare;
- Good knowledge of current theories, principles, practices and techniques of social casework as applied to children and families;
- Good knowledge of treatment planning methods and techniques; good knowledge of family dysfunction, child development and treatment methods;

- Ability to advise and instruct staff members;
- Ability to maintain records and reports;
- Ability to understand and analyze complex written material;
- Ability to communicate effectively orally and in writing;
- Analytical ability;
- Initiative;
- Dependability;
- Resourcefulness;
- Tact;
- Good professional judgment;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's degree in Social Work or Social Welfare and one (1) year full-time paid experience conducting case management activities in community-based programs adhering to acceptable standards in social work; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Social Work, Social Welfare or related field and two (2) years full-time paid experience conducting case management activities in community-based programs adhering to acceptable standards in social work; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** Section 424-a of the Social Services Law requires the local social services district to inquire of whether the applicant is the subject of an indicated report of child abuse or maltreatment on file with the State Central Register of Child Abuse and Maltreatment.

All potential employees for this position will be requested to sign the necessary clearance form prior to being advised that they will be hired. Refusal to sign will be cause for an automatic non-selection.

**SPECIAL NOTE:** A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

**NOTE:** Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.