



### **Auxiliary Counselor Spanish Speaking**

Rate of Pay: \$31.03 - \$31.03

**Job Description** - The person in this position is responsible for individual, group and family counseling for youth up to 24 years, and their families. The Clinical Counselor is responsible for completing all documentation, notes and requirements as outlined by state, county and city regulations for operating a Youth Service Bureau. The Counselor will perform their duties under the direction of the Clinical Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties maybe assigned.

Provide individual, family and group counseling and other counseling programs.

Provide crisis intervention.

Maintain client caseload as determined by the Clinical Director.

Complete appropriate clinical notes, and other mandated documentation as outlined by state, county and city regulations for operating a Youth Service Bureau;

Collaborate with members of the community e.g. school personnel, human service agencies, police, other government agencies and the general public in the provision of care to clients.

Maintain professional certifications.

Attend meetings, conferences, workshops and training sessions and review publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas.

Conduct community outreach activities and educational services as needed.

Attend staff/case presentation/supervision meetings.

Supervise other employees as needed.

Willingly and cooperatively accepts other duties and responsibilities as assigned.

**MINIMUM QUALIFICATIONS** – The minimum eligibility requirements for this position are as follows:

**EDUCATION and EXPERIENCE** - Minimum of master's degree in social work, Marriage and Family Therapy, Counseling Psychology or related field. MD state professional license (LCSW-C, LCMFT or LCPC). Graduate licenses will be considered. At least two years of clinical experience, with a background in Family Counseling.

**KNOWLEDGE, SKILLS AND ABILITIES** – The person in this position must have:

A thorough knowledge of cognitive behavior therapy, psychology, human behavior and group dynamics.

Ability to communicate effectively and analyze and respond to problems and individuals in crisis.

Ability to speak, read and write in English and Spanish.

Must successfully pass CPS and criminal background check.

Must be available to work flexible hours.

Knowledge of relevant department, local, state, and federal rules and regulations governing the program.

Thorough knowledge of counseling theory and practice, including group counseling and crisis management.

Substantial knowledge of confidentiality law.

Ability to diffuse and effectively handle crises situations, including threats of suicide, homicide, and physical harm.

Ability to function independently.

Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.

Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

**MUST BE ABLE TO PASS A PRE-EMPLOYMENT PHYSICAL examination, INCLUDING DRUG SCREEN, AND A CRIMINAL BACKGROUND CHECK.**

The City of Laurel is an Equal Opportunity Employer.

**MUST PROVIDE PROOF OF UP-TO-DATE COVID-19 VACCINATION PRIOR TO YOUR START DATE**

Apply online at <https://www.cityoflaurel.org/baps/jobs>