

## YOUTH REFERRAL COUNSELOR

Code No: 4-18-062  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible position involving directing and assisting youth and their families by means of assessment, counseling and/or referral. Employees of this class confer with Law Enforcement personnel, school officials, courts, and other Human Services agencies on youth-oriented problems. Work is performed under general direction of a higher level employee. Supervision may be exercised over clerical or auxiliary staff or volunteer workers. Does related work as required.

**TYPICAL WORK ACTIVITIES** (All need not be performed in a given position. Other related activities may be performed although not listed):

Assesses and counsels young people to determine cause and possible solutions to existing problems, and methods of averting potential problems;

Receives referrals from police, courts, schools or individuals to assist young people and families experiencing difficulty;

Confers with family members to isolate reasons for behavioral and communication problems in family;

Conducts group discussion, workshops, value sessions and general discussions to increase self-awareness in the youth and their families;

Confers with law enforcement and court officials regarding diversionary programs for youth as alternatives to entry into the formal Criminal Justice System;

Instructs youth in job seeking skills;

Addresses neighborhood, civic, religious and school groups on youth and youth-oriented problems, including substance abuse, criminal behavior, premarital sex and similar subjects;

Maintains case and departmental records of contacts, calls, appointments, speeches and other operations;

Files monthly and annual function reports with the Director and with the Town Board;

Keeps current on community service agencies in order to refer young people to appropriate agency for assistance;

Coordinates with local volunteer groups, such as the Narcotics Guidance Council and other informal agencies;

Maintains contact with media to announce and explain activities and programs to respond to inquiries;

Visits youth centers and other gathering spots to maintain contact with youth.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of adolescent psychology; working knowledge of appropriate community and public service agencies available for referrals for assistance in problem solving; working knowledge of techniques and procedures for effective counseling; skill in conducting group discussion sessions; skill in dealing with emotionally troubled youth; ability to recognize and isolate causes and sources of behavior problems; ability to learn legal, court, arrest and detention procedures; ability to plan and effect a variety of youth programs, including diversionary programs for those involved in the criminal justice systems; ability to maintain job placement information and assist in increasing job-seeking skills; ability to maintain simple records; ability to prepare basic reports regarding agency functions; ability to communicate effectively with professionals, youth, parents and staff; ability to maintain control under difficult or unusual circumstances; organizational ability; tact; courtesy; initiative; good address; health commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Five (5) years of paid full-time or its part-time/volunteer experience in counseling or youth service work; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year of experience as defined in (A) above.

NOTE: Youth service work shall be defined as organized programs aimed at youth which are typically operated by youth bureaus, character building organizations, churches, and social service organizations that are mainly concerned with delinquency prevention and social growth. It does not include classroom teaching (or similar activities which are essentially academic in nature) nor organized athletics.

Counseling work includes only professional experience involving all the following: conducting in-depth interviews with individuals in dealing with personal or social problems; assessing social, family or other problems of an individual; providing direct counseling or referral in order to overcome problems; performing following-up evaluations of individual progress.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: January 8, 1987