



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 411.3

Job Title: **SENIOR COUNSELOR**

Pay Grade: 22

GENERAL SUMMARY:

Supervises and delivers counseling services to qualified clients who are experiencing problems such as substance abuse, emotional distress and/or marital, family, legal and other problems affecting their mental and physical well-being.

RESPONSIBILITIES:

- Designs, supervises and evaluates delivery of diagnostic, assessment, evaluation and referral services to City clients.
- Designs, prepares and delivers presentations to City department heads, managers and supervisors to generate program interest and support.
- Designs, prepares and presents counseling services training and orientation to department heads, managers and supervisors.
- Provides intervention counseling for clients experiencing more sensitive and/or complex problems.
- Evaluates treatment facilities for use as referral resources.
- Follows up with clients confined in treatment facilities.
- Designs, prepares and conducts back to work conferences for clients returning to work after treatment.
- Supervises and reviews counseling case management activities.
- Supervises, guides, evaluates and trains Counselors or autonomously directs a comprehensive counseling program.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in a social or behavioral science, such as Sociology, Psychology, Social Work or Counseling.

EXPERIENCE:

Three years of professional experience in counseling or related social services work are required.

A Master's degree in a social or behavioral science may substitute for two years of the experience requirement.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Typically involves scheduling, supervision and evaluation of work as a "first-line supervisor"; recommends personnel actions, such as hiring, terminations, and pay changes of non-supervisory personnel. May autonomously direct a comprehensive counseling program.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Counselor
Senior Counselor

*Effective: October 1990
Revised: August 2004*