

LIFE SKILLS COUNSELOR - BOCES Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) social work, counseling, casework or related experience working with youth at risk and/or families at risk; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) social work, counseling, casework or related experience working with youth at risk and/or families at risk; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

SPECIAL REQUIREMENT:

Appointees will be required to possess a valid New York State Driver's License to operate a motor vehicle, or otherwise demonstrate the ability to meet the transportation needs of the job.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for counseling adults and youth in jail and upon release (up to six months) on life skills. The position helps to coordinate needed services recommended by the probation department, judicial system, and/or the correctional facility. The position also works with targeted youth and families in preventative life skills services. The life skills counselor along with the probation department, judicial system and/or social services will formulate and carry out plans to meet the individual problems of the cases. The work is performed under the general supervision of the Director of Continuing Education and under direct supervision of the Life Skills Coordinator. In service training is provided to the incumbent through the Adult Education Program. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

- Formulates and carries out plans to meet the needs of the individual or family and routinely reviews progress/deficiencies with probation or judicial supervisors;
- Provides casework counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
- Establishes a relationship with individuals and families to persuade them to avail themselves of recommended services;
- Identifies the need for the services through in-depth discussions with clients;
- Presents and implements necessary curriculums to individuals at risk;
- Maintains liaison with various individual agencies to which individuals and families can be referred for services;
- Works closely with other staff personnel such as homemakers and parent aides in carrying out the plan for services;
- Periodically reviews cases with the appropriate personnel to determine changes in the individual's or family's situations affecting need for service including the evaluation of drug/alcohol abuse;
- Responds to emergency calls and requests for aid in shelter, food, medical and/or abuse or neglect situations;
- Responds to crisis situations involving suicide risk, violence or need for emergency psychiatric care;
- Provides extensive financial management assistance including assistance obtaining benefits, performing representatives payeeship duties and responsibilities, monthly budgets, record keeping and yearly reports to Adult Education;
- Duties and responsibilities may vary according to department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of Federal, State and local Social Service Law and programs;
- Good knowledge of local community service agencies and their programs;
- Ability to maintain successful relationships with people both within and outside the agency;
- Ability to counsel individuals in the area of economic, social, emotional and vocational problems;
- Ability to observe and analyze;
- Ability to prepare and maintain records and reports;
- Ability to operate a computer terminal for the entry or retrieval of data;
- Ability to perform close, detail work;
- Sensitivity of the reactions of others;
- Tact and courtesy;
- Good judgment; and
- Physical condition commensurate with the demands of the position.