



City of Tempe

SOCIAL SERVICES COUNSELOR I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	226	<i>Department:</i>	Human Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Recreation Coordinator+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

DISTINGUISHING CHARACTERISTICS

This is the non-clinical position and an entry-level class in the Social Services Counselor series. This class is distinguished from the Social Services Counselor II+ by the performance of administrative and analytical duties including conducting assessments and evaluations.

REPORTING RELATIONSHIPS

Receives general supervision from a Social Services Supervisor or other management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of experience providing counseling services (i.e. assessment and case management) in area appropriate to position’s assignment. Bilingual is preferred.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university in psychology, social work, educational psychology or a degree related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform professional level duties in the psychological assessment and counseling of various types of clientele. This is a dual concept classification with positions either providing counseling or case management in areas such as community mediation probation, diversion, treatment, crisis intervention and substance abuse screening.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assisting in the evaluation of operations of the programs administered, recommending improvements, assisting in implementing changes and objective, participating in other tasks forces as required, and attending professional training courses in accordance with licensure and certification requirements.
- Maintain thorough and accurate records and produce reports in accordance with treatment plan, licensure requirements, and internal agency requirements.
- Prepare and present informational sessions or psychoeducational workshops on assigned program area.
- Provide proactive performance planning utilizing performance management tools.
- Perform related duties as assigned.

When assigned to Community Supervision:

- Conduct risk-need assessments and analysis of presenting and underlying problems/issues to determine client needs and appropriate treatment plan and options.
- Refer program participants to community providers to complete necessary treatment/education as determined by assessment.
- Provide case management services for participants in diversion and probation programs, with monitoring and referral to other treatment providers.
- Monitor program compliance. Analyze, evaluate, and adjust treatment programs to needs of client. Assist clients in successful completion of assigned program; report completions to court and prosecutor.
- Consult and coordinate issues as appropriate with such entities as the City Attorney's Office, municipal courts, superior court, police, probation departments, school officials, neighborhood representatives, public assistance workers, and other public and private agency officials to see assistance and coordinate solutions to participant/client problems.
- Coordinate and provide guidance to such individuals as Bachelor and Master level interns; participate and training in onboarding of new employees.

When assigned to Counseling Services:

- Conduct assessments and evaluation including psychosocial histories and analysis of presenting and underlying problems/issues to determine diagnosis, client needs and appropriate treatment plan and options.
- Develop treatment plans to determine client goals/objectives, interventions, and target dates for achievement. Monitor program compliance. Analyze, evaluate, and adjust treatment programs to needs of client.
- Maintain records and produce reports in accordance with treatment plan, licensure requirements, and internal agency requirements.

- Consult and coordinate issues as appropriate with such entities as school officials, neighborhood representatives, public assistance workers, and other public and private agency officials to seek assistance and coordinate solutions to participant/client problems.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective December 1997

Revised November 2000 (Creation of flex-class)

Revised December 2006

Revised Nov 2010 (Removed optional driver's license statement)

Revised February 2015 (Revised education exp for level I)

Revised August 2019 (Job duties and added when assigned to Care 7 & Community Supervision)

Revised November 2021 (updated areas of assignment)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Social Services Counselor I

Job Code: 226

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
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WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Computer Software				X
Fumes	X			
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors		X		
Working in or around water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit				X
Stationary / Stand		X		
Traverse / Move		X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl		X
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders		X
Traverse Uneven Surface		X
Traverse Even Surface		X

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**