

Jurisdictional Class: Competitive
Adopted: September 19, 1994
Revised: June 25, 2010

PROJECT COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for training, interviewing, and counseling participants of agency programs and projects. The work is performed under the direct supervision of a Project Coordinator or agency manager with some leeway allowed in the performance of duties. Supervision of staff is generally not required. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains records of program participants in accordance with established policy and program guidelines;
Conducts training seminars, workshops, and meetings as required by project objectives;
Acts as liaison between agencies and program participants;
Monitors and reports on participants' activities and progress;
Coordinates a participant Advisory Board and develops a program newsletter, if required by project;
Assist in recruiting program participants;
Conducts exit interviews to assess and document program and participant levels of satisfaction;
Makes site visits to meet with site supervisors and to discuss participants' performance;
Prepares a variety of narrative and tabular reports as required by the project.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of interviewing practices and techniques;
Working knowledge of counseling practices;
Ability to work with diverse population groups;
Ability to evaluate the work of others;
Ability to interpret rules and regulations from various governmental sources;
Ability to organize and prioritize;
Ability to communicate orally and in writing;
Ability to work independently.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in counseling or social work; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social sciences, human services, education, or other areas of study structured to prepare individuals in the field of counseling and one (1) year of experience working in an education or human service agency; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.