



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>YOUTH TRAINING CENTER COUNSELOR ***</b>	<b>35</b>	<b>B</b>	<b>12.562</b>

Under general supervision of the Psychologist, reviews and evaluates past and current academic achievement tests, psychological tests, court records and arrest records of committed youth. Conducts intake interviews with wards regarding interests and personal goals. Makes judgments as to the appropriate course of treatment for each individual to administer an effective counseling program.

Assists in the implementation of an individual treatment plan by providing recommendations to the academic and treatment staff regarding social and personal goals of youth. Treatment plans are developed to provide a means for the ward to overcome defined psychological and social problems. Treatment plans are reviewed by supervisor prior to implementation.

Provides specialized counseling in a group or individualized setting involving behavior modification reality therapy, crisis intervention, and suicide assessment. Maintains caseload documentation on ward's progress and may recommend program changes to treatment plan.

Evaluates the academic and personal needs of wards on a regular basis. Individual requests by wards for adding and deleting classes are taken into consideration. Advisement is given on the consequence of each action in regards to established educational and personal goals. The treatment team and psychologist are kept abreast of the youth's progress.

Develops and implements staff training programs regarding counseling and crisis intervention techniques and Services. Acts as a resource for individual program changes and advises "home life", academic, administrative, and treatment staff where appropriate.

Determines individual and group counseling needs of wards, reviews program referrals and coordinates service delivery and scheduling, recommends additional psychological and academic testing and counseling. Provides assessment reports for treatment team reviews, prepares and maintains reports and records for special reviews and parole placement.

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Graduation from an accredited college or university with major coursework in psychology, counseling and guidance, social work or closely related field and two years of counseling experience in a public or private institution, rehabilitation or social services setting; **OR** Master's degree in psychology, counseling and guidance, social work or related field and one year of counseling experience as described in above.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**  
**Knowledge of:** behavior modification and rehabilitation techniques, therapy, and positive peer culture systems for the proper placement and rehabilitation of youth; the principles, techniques and trends in rehabilitation, counseling or parole of delinquent youth; academic and psychological testing used for the placement and rehabilitation of youth; current issues and problems associated with delinquent youth and behavior modification; suicide assessment techniques as they relate to suicide ideation and implementing a plan relevant

**\*\*\* Abolish through attrition**

**MINIMUM QUALIFICATIONS (cont'd)****ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

to the problem; non-violent crisis intervention techniques. **Ability to:** assemble and present in writing or verbally material in a concise and understandable manner; establish rapport and discuss sometimes painful incidents; speak in public and present material in a manner that elicits a positive response; interact and relate to persons of various social, cultural, economic and educational backgrounds; direct meetings and personal confrontations in a meaningful, caring productive and non-threatening manner; condense and extrapolate pertinent information and put in brief understandable formats; prioritize work to complete in a timely manner under fluctuating workloads or changes in assignments; work independently and follow through on assignments with minimal direction; speak on a one-to-one basis in order to obtain information, explain policies, procedures, theories and concepts to persuade others to accept a specific opinion, or action.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**

**Knowledge of:** State laws regarding juvenile offenses, rehabilitation and parole of delinquent youth; the State of Nevada High School graduation requirements, college entrance and G.E.D. requirements; vocational rehabilitation and vocational alternative placement and resources within the community; institutional policy and procedure, rules and regulations; current course curriculum and class schedules for coordination and implementation of academic goals. **Ability to:** discuss a variety of job related topics on short or no notice; handle rapid changes in conversation involving difficult questions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.562</u>
ESTABLISHED:	12/1/61
REVISED:	12/1/68
REVISED:	10/28/83-3
REVISED:	7/1/91P
	7/6/90PC
REVISED:	9/17/10PC