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NASSAU COUNTY

**Title : COMMUNITY RELATIONS
SPECIALIST, BILINGUAL
(SPANISH)**

**SCHOOL DISTRICTS
CLASS SPECIFICATION**

**Code: 060149 EHJ
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Competitive**

GENERAL STATEMENT OF DUTIES

Provides special services and counseling to students with drug and/or drug related problems; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, incumbent performs specialized counseling work which requires the use of independent judgment in working with students, their families and other community agencies.

TYPICAL DUTIES

- * 1. Provides counseling to students with drug and/or drug related problems.
- * 2. Sets up parental conferences.
- * 3. Maintains liaison and makes referrals to other community agencies concerned with drug abuse and related problems.
- 4. Cooperates with community groups in the development and implementation of drug education programs.
- * 5. Maintains records and makes reports, as required.
- * 6. Performs above-described duties in a foreign language in addition to English, as required.

***TYPICAL ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of individual and group counseling techniques.
2. Thorough knowledge of the various aspects of the drug abuse problem.
3. Knowledge of community agencies with a concern for the drug problem.
4. Ability to establish and maintain rapport with children, parents and associates.
5. Ability to prepare clear and concise reports.
6. Ability to comprehend a foreign language in addition to English, and to speak it fluently.

MINIMUM QUALIFICATIONS

Training and Experience

1. Graduation from a regionally accredited or New York State registered college or university
and
Twelve graduate credits in psychology, guidance, or social work;
or
2. Graduation from high school

and

Five years experience in a therapeutic program in the field of drug abuse.

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