

[Go Back](#)**NASSAU COUNTY****Title : SENIOR COMMUNITY
RELATIONS ASSISTANT****SCHOOL DISTRICTS
CLASS SPECIFICATION****Code: 060145 EHF
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Competitive****GENERAL STATEMENT OF DUTIES**

Supervises and participates in guidance and counseling activities in a drug abuse program; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, incumbent performs para-professional work requiring an understanding of the counseling process, and the drug problem. Supervision is exercised over subordinate personnel.

TYPICAL DUTIES

1. Supervises and participates in various group and individual counseling activities concerning drug abuse.
2. Provides counseling to motivate individuals with drug related problems to seek help.
3. Participates with professional personnel in conferences and workshops on drug abuse.
4. Supervises subordinate personnel assisting in the drug abuse program.
5. Prepares required reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the various aspects of drug abuse problems.
2. Considerable knowledge of individual and group counseling techniques.
3. Ability to supervise the work of subordinate personnel.
4. Ability to establish and maintain effective working conditions with associates and young people.
5. Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS**Training and Experience**

Completion of 60 credits at a regionally accredited or New York State Registered college or university
and

One year of experience in individual or group counseling in a drug abuse program.

NOTE: Experience, as outlined above, in excess of the one-year requirement may be substituted for education on a year-for-year basis up to a maximum of four years.

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